

Creating Better Office Environments



How to Save Thousands of Dollars on Office Accommodation \$\$\$\$\$\$\$\$\$

We are always keen to find ways of saving money that will add to the profitability of our businesses. A major overhead cost is involved in providing office accommodation, both in rent and fitout. Some careful planning can save a significant amount.



1. Give yourself sufficient time to plan the process. Evaluate your requirements for the period of the lease. Your need to know that the space you require for growth is available. It is expensive to move before your lease has expired.

2. Get assistance from an experienced property advisor to negotiate the best lease deal. A fifty dollar difference for 800 square metres over 6 years is a saving of \$240,000. Give the negotiator time to work—a rushed deal will not be the best one.

3. Consult with your IT Manager to make sure the equipment and infrastructure cabling will meet your needs into the future. It is false economy to save a few dollars on a lesser cable network if it has to be replaced half-way through the lease. Currently the category 5 data cable is a minimum, but cate-

gory 6 should be considered. This area has the greatest potential for surprising you with unexpected costs.

4. Use technical consultants wisely, as often competent contractors know more about the most cost-effective way of doing things than consultants. One area that requires full research is the building air conditioning system. Failure to have a full report on the installed system can lead to frustration, discomfort and high levels of expense to rectify inadequate ventilation and comfort levels later.

5. Make sure you have a firm contract with fixed price and completion times. Tenderers will often try to win a project by excluding essential items and then claim variations later. Remember that the cheapest is not always the best—watch for the exclusions and the P.C. items—they can be a very costly experience.

6. Insist on seeing work that your proposed supplier has done for someone else and talk to the client. You will find out more this way than through a dozen glossy brochures or hi-tech web sites.

Remember time is your ally and enemy. A relocation should begin at least 6-8 months before the relocation date. Realise that the less time you allow the more chance there is of something going wrong, being forgotten, or escaping attention. If you would like to talk to us, Multibuild Australia can help you put a program together to achieve the best result and save both time and money.

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Welcome to our second issue. Everyone loves to save money and we are offering some ideas that will help you. We would like to hear from you if you have any questions or ideas that we can answer or publish in the next issue. Call or email us and we guarantee to respond

IT Infrastructure– Ensuring adequate capacity for your future needs

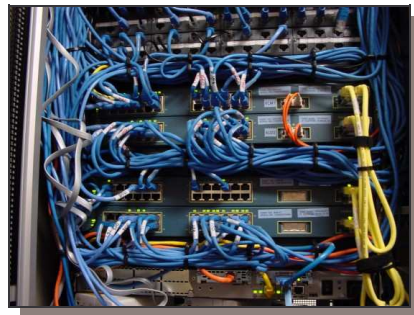
Moving premises requires a lot of planning to ensure a smooth and seamless transition. Often your Communications and Data requirements for your new premises don't get as much consideration as they should.

The following are important items that can lead to overspending the budget if not planned for.

1. Your telephone system relocation or installation needs to be accurately assessed to accommodate the correct number of active voice pairs from the frame to your data cabinet. Lack of capacity on this cable link will cause costly additions to your installation.

2. Structured cabling is a big ex-

pense and normally the pricing for the initial installation is quite competitive. It is wise to ensure that the amount of cabling installed meets all user's needs and that you do not need to run further cabling after the initial installation. Post fitout changes will be more costly. Currently we recommend three cables to each work point.



3. Make sure that your cabling contractor has allowed enough patch cords and fly leads for your phones and computers. Finding quantities of patch cords can be costly and frustrating if required at the last minute.

4. Always allow for expansion to your cabling system by selecting a large enough communications cabinet with provision for at least 30% expansion.

It is a wise move to obtain a thorough and professional assessment of your existing and future requirements by your consultant or cabling contractor, so that you can be confident that all areas of your IT infrastructure have been catered for before the day of your move.



Occupational Health: How to feel good about sitting down

Ergonomic Seating

Ask an office worker if they have a problem with their chair and they will usually say, "No, its OK". However, ask the same person, if they are experiencing lower back pain, muscle tightness in the shoulders or neck, headaches, eyestrain, sore arms, tension, or fatigue in general, and it is likely that they will admit to one or more of these discomforts.

So what's the problem? These symptoms are generally attributed to some individual physical problem of their own, expressed in statements such as "I have a bad back", "I suffer from migraines", "I have bad eyes", or generalized as "There is something wrong with me". But the actual cause is simple. People are different, and their working environment needs are different also.

The correct question that should be asked is "Have you adjusted your chair to suit you"?

In most cases the reply will indicate that they were not even aware that the chair is adjustable, and even if they are, they don't know what the correct position is or how to adjust their chair.

At times we see staff sitting in their new, ergonomically designed chair, with the chair set in the same position it was in when it was delivered. No one has explained to them how the chair works, what mechanical adjustments were available to them, or indeed how to sit correctly and set the new chair up to provide them with optimal support.

The most important criteria for the purchase of new chairs, is their ergonomic properties and the support they will provide.

You and your staff will be sitting in these chairs for up to eight hours per day, five days a week. The next time you are evaluating the quotations given to you by your chair supplier, ask them to demonstrate all the functions of the chair to your staff and train them in their correct use. If you need someone to explain the correct use of your existing chairs and how to set them up for optimal support, please don't hesitate to give our office a call.



Sydney Australian Football Club—Case Study Kicking Goals at the Sydney Cricket Ground

As the Sydney Swans AFL Team has become an important part of the great Sydney Sporting Scene, they have now taken the opportunity to move into a new building situated to the rear of the Brewongle Stand at the Sydney Cricket Ground.



These premises have been planned to provide an Administration office in very close proximity to Football club offices, gymnasium and training facilities.

The Swans management invited Multibuild Australia to work with them in designing and fitting out the new premises.

The space available was narrow and curved, providing real design challenges. With the assistance of Architecture Unlimited an attractive and functional layout was devised to accommodate staff to manage Membership, Payroll, Sponsors, IT functions and provide Kitchen, Reception,



Boardroom and Storage facilities as well as general office functions.

Several technical issues, including modification to air-conditioning, relocation of fire hose reels and



access flooring for the computer room were successfully resolved.

The installation by the base building contractors of additional fire walls necessitated some very interesting design changes. As the available space was now nar-



rower than originally planned, some creative design work was needed to fit the same requirements into a smaller space.

The importance of checking all site dimensions before commencing to build and order joinery was once again strongly recognized, as virtually all furniture and joinery had to be changed to fit new dimensions.

A different challenge was the re-

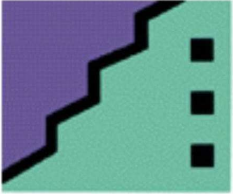


location of the five metre long Boardroom table from the previous office. The table had to traverse narrow stairs and corridors to settle in its new home. The challenge was successfully met with an unmarked table in position.

The project was completed in a six week period on time and within budget.

The official opening by the Premier of NSW was a notable day in the history of one of Sydney's great sporting teams.





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A u s t r a l i a

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If you no longer wish to receive this information from Multibuild, or any other marketing communications, please contact us by any means described above and ask to be removed from our database.

Services Provided by Multibuild Australia.

- Ø Evaluation of accommodation requirements
- Ø Preparation of design briefs
- Ø Space planning and interior design services
- Ø Architectural drafting and detailed drawing
- Ø Lodgment and procurement of documentation of authority approvals.
- Ø Preparation of –
 - Tender Documents
 - Schedule of Finishes
 - Work Program
 - Budgets
 - Colour Boards
- Ø Provision of detailed costings of all elements of fitout
- Ø Selection and supply of furniture including –
 - Workstations
 - Seating
 - General office furniture
 - Executive furniture
 - Boardroom furniture
 - Filing cabinets
 - Rolling Storage Units
- Ø Contract and management of services including –
 - Air conditioning
 - Hydraulics
 - Fire Services
 - Electrical
 - Data/Voice Infrastructure
- Ø Management and provision of all fitout construction including –
 - Partitioning
 - Ceiling
 - Floor Coverings
 - Tiling
 - Window Treatments
- Ø Preparation and installation of detailed joinery
- Ø Relocation of existing furniture and fittings
- Ø Provision of maintenance service following fitout.
- Ø Provision of make good services to vacated buildings.

Multibuild Australia offers its clients the ability to use all of the above services as a full “turn key” operation or any of the above services on an individual basis.

Who's Who at Multibuild Australia?

Multibuild Australia's Administration Manager, Janet Moran joined the company in 1990.

Janet commenced her career as a typist for a Motor Dealer in the North Coast town of Grafton, progressing to an Accounts Clerical position and then Office Manager. On moving to Sydney in 1980 Janet worked for the Australian Broadcasting Commission before going to McNamara Construction Group. Whilst there she also studied at TAFE to gain her Accounting Qualifications for the work she had been doing for years. She is a Member of the National Institute of Accountants and is a Justice of the Peace.

As the only girl in a family of nine, Janet is well equipped to deal with the building industry and understands the value of a conciliatory approach to management. She spends her spare time gardening, reading, walking and attending films and musicals.

