

Quicklock Partitions

www.quicklockpartitions.com.au

A Guide to your next office fit-out

Introduction

This simple step by step guide is a great starting point when creating your next office layout office. So before you go shopping for your office partitions follow these steps and tackle your next fit-out with confidence.

Steps

Step One

Determine how many offices and workstations you will need. This number is usually established by calculating the number of employees you have. You may also want to add areas for lunches, meetings, reception and storage.

Step Two

Determine how tall you want your office partitions to be. Not all of your partitioning has to be full height (floor to ceiling).

Step Three

Create a mock-up of your office partition layout. This will help you to visualize where the partitions will go, which areas will need glass, doors etc. and how many will fit into your area. If you are uncertain about this step the Quicklock Partitioning design team are there to help you. Remember in most areas your final plans must be submitted to council for approval.

Step Four

Now your lay-out is organised you can determine what; electrical; data; lighting; floor coverings, furniture etc. you will need. A Quicklock specialist can assist you in these areas.

Step Five

Now you can choose your colours to reflect your business image.

Step Six

Depending on the terms of your lease; or if you purchased your premises, you can decide if buying or renting your partitions is best for your business. See the section on the advantages of renting on the Quicklock Partitions web site

Tips

- Remember what lay-out works for you today may not tomorrow, so always ensure your partitioning system has the flexibility to be moved as you need.
- Always ensure that the partitions you choose can take a variety of data and electrical cables and that there is segregation in the partitions to keep these cables apart.

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