

## Space: *Re-planning Appraisal*

*A professional appraisal by specialist space-planners skilled in complex re-organisation projects.*



### The Appraisal

This appraisal may be undertaken following a Space Utilisation or Functional Suitability Assessment, or because of a need to vacate the existing premises.

Over time, departments grow and contract within their physical boundaries. This creates a mismatch of people to the available space, creating unacceptable working conditions which in turn affect efficiency and morale.

mass can assess your situation and suggest a variety of solutions to ease difficulties. Our audit of your organisation identifies areas of potential savings and improved operational efficiency. We work in consultation with key staff and offer a practical answer to existing conditions.

### The Detail

We start by agreeing functional relationships to ensure that the overall space sizes will fit within the building envelope. Only then do we move on to the detailed room plans. We 'sign off' each room with the function managers. Our blocking and stacking tools readily enable the generation of alternative layout options.

Areas we consider include:

- Space Capacity
- Overcrowding
- Benchmark Space
- Allocation
- Workflow Analysis
- Filing Strategies
- Document Imaging & Access
- Supporting IT Infrastructure
- Alternative Working Practices including:

- Touchdown Space / Virtual Office / Satellite Office
- Territorial / Non Territorial Space
- Hot-desking / Desk-sharing

At mass we are equipped to provide all levels of solution, right through to a full 'turn-key' operation for your project. We evaluate the potential for change and provide you with a range of possible solutions.

We include fully planned layouts agreed with managers, and all project management aspects of the proposal to a successful 'on-site' completion.

To find out how mass can help you, or to make a general enquiry, please contact us on 01344 304000 or email [info@mass-services.com](mailto:info@mass-services.com)



### The Audit May Include

- Parking/Access Requirements
- Storage Needs
- Furniture Needs
- ICT Requirements (Tel/Fax/PC)
- Juxtapositions within Dept.
- Inter-Departmental Relationships
- Expansion Capacity
- Special Requirements
- Disabled Needs
- Meeting Space
- Refreshment Area Space
- Security Issues

And more.....

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