



RESPONSIBLE FIT-OUT TOOLKIT: OFFICES LAUNCH

5th JULY 2018

Agenda for the morning

- 08:40 Welcome
Neil Pennell, Head of Innovation and Design, Landsec
- 08:45 BBP Activities Update
Sarah Ratcliffe, Better Buildings Partnership
- 08:50 Best-practice example: 80 Victoria Street
Edward Dixon, Sustainability Insight Director, Landsec
- 09:00 Best-practice example: Experience from Cundall
Simon Wyatt, Sustainability Partner, Cundall
- 09:10 Responsible Fit-out Toolkit Launch
Chris Botten, Better Buildings Partnership
- 09:25 Panel Discussion and Q&A

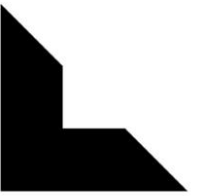
BBP Activities Update



**BEST PRACTICE EXAMPLE:
80 VICTORIA STREET**



Landsec



Landsec



Cundall – Health, Wellbeing & Productivity

Simon Wyatt

CUNDALL

About Cundall



21

OFFICES GLOBALLY



800+

EMPLOYEES



PROJECTS DELIVERED IN

50+

COUNTRIES



45+

NATIONALITIES



1st CONSULTANCY IN THE
WORLD TO BE FORMALLY
ENDORSED AS A

ONE PLANET COMPANY



35+

LANGUAGES



ESTABLISHED IN

1976



400+

AWARDS WON

Our Services

Core Services



Building services engineering



Civil engineering



Structural engineering



Sustainable design

Specialist Services



Acoustic engineering



Air quality



Building Information Modelling (BIM)



Building automation



CDM Consultancy



Fire engineering



Geotechnical



Health and wellbeing



IT and audio visual



Lighting design



Planning



Security consultancy



Transportation



Vertical transportation

One Carter Lane - Case Study



breeam

Ska
rating



CUNDALL

One Carter Lane - Case Study



One Carter Lane - Case Study

Costs

Fit out cost

£850K

Interventions

£31K

3.6% uplift

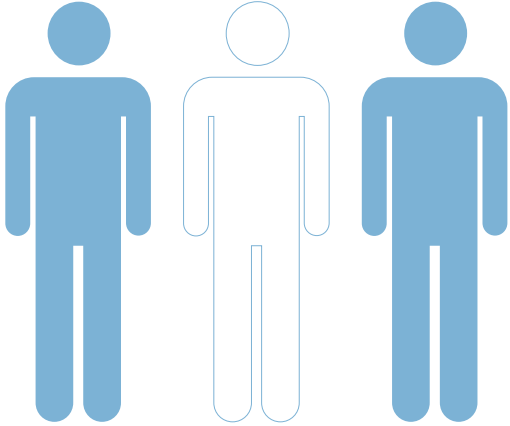
£200 per head

Fees

Certification - £6K

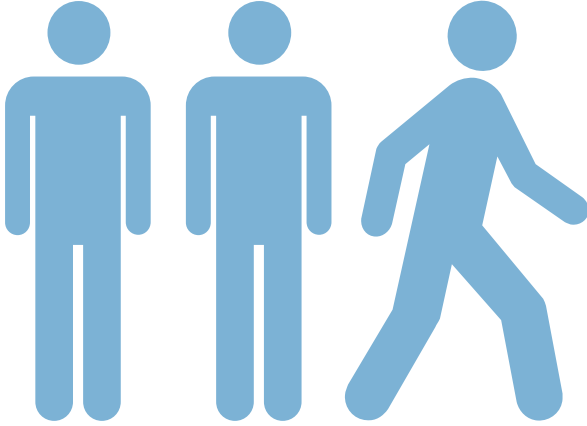
Consultancy - £15K

Savings



50%

REDUCTION IN
ABSENTEEISM
COMPARED
WITH 27%



27%

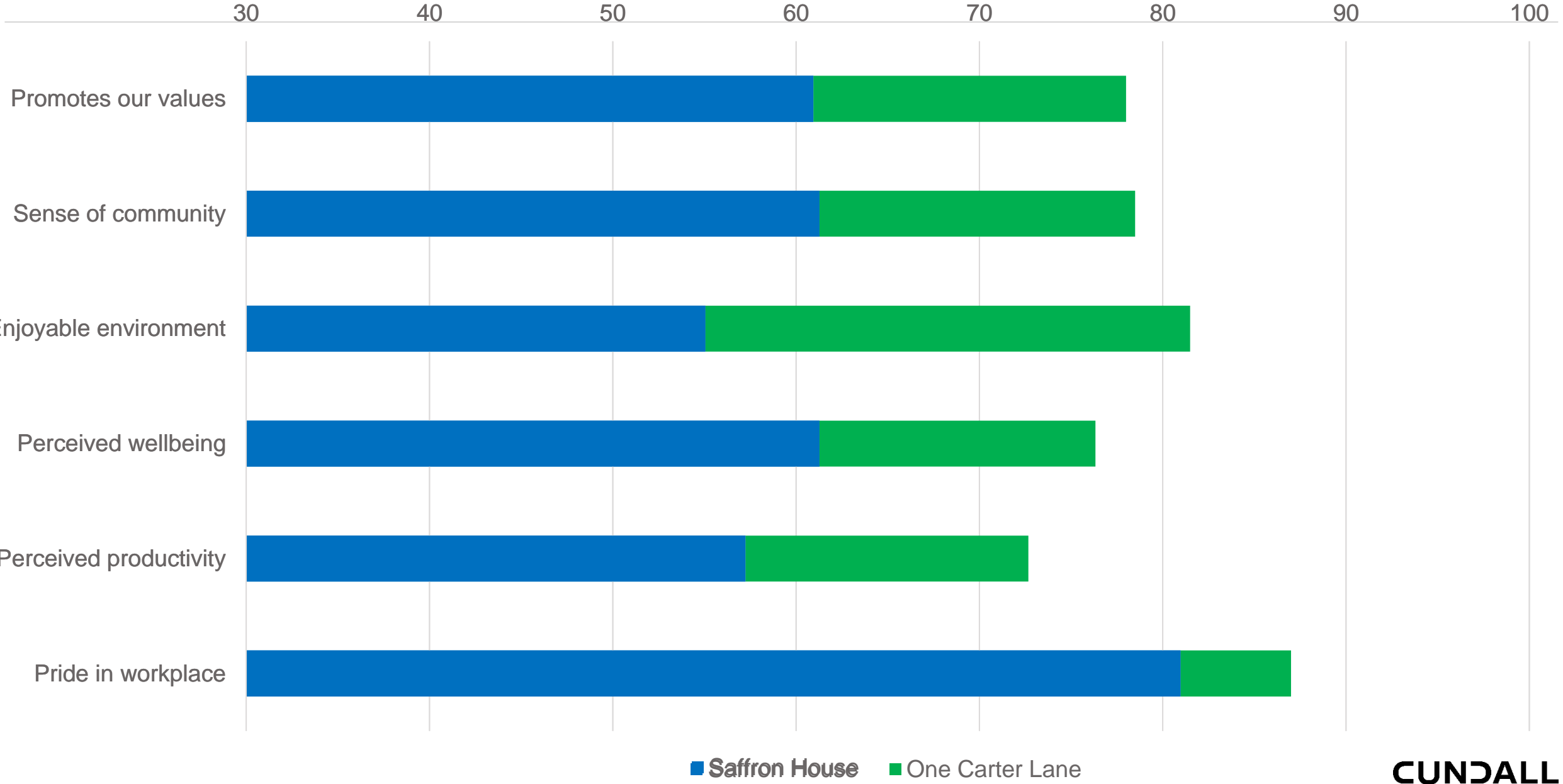
REDUCTION IN
STAFF TURNOVER



£200k

SAVING PER ANNUM

One Carter Lane - Case Study



Cundall Birmingham - Case Study



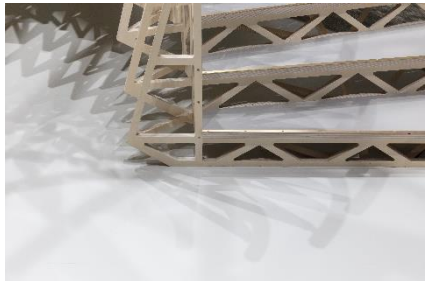
Cundall Birmingham - Case Study



Cundall Birmingham - Case Study



Astronomical Time Clock – Circadian Lighting

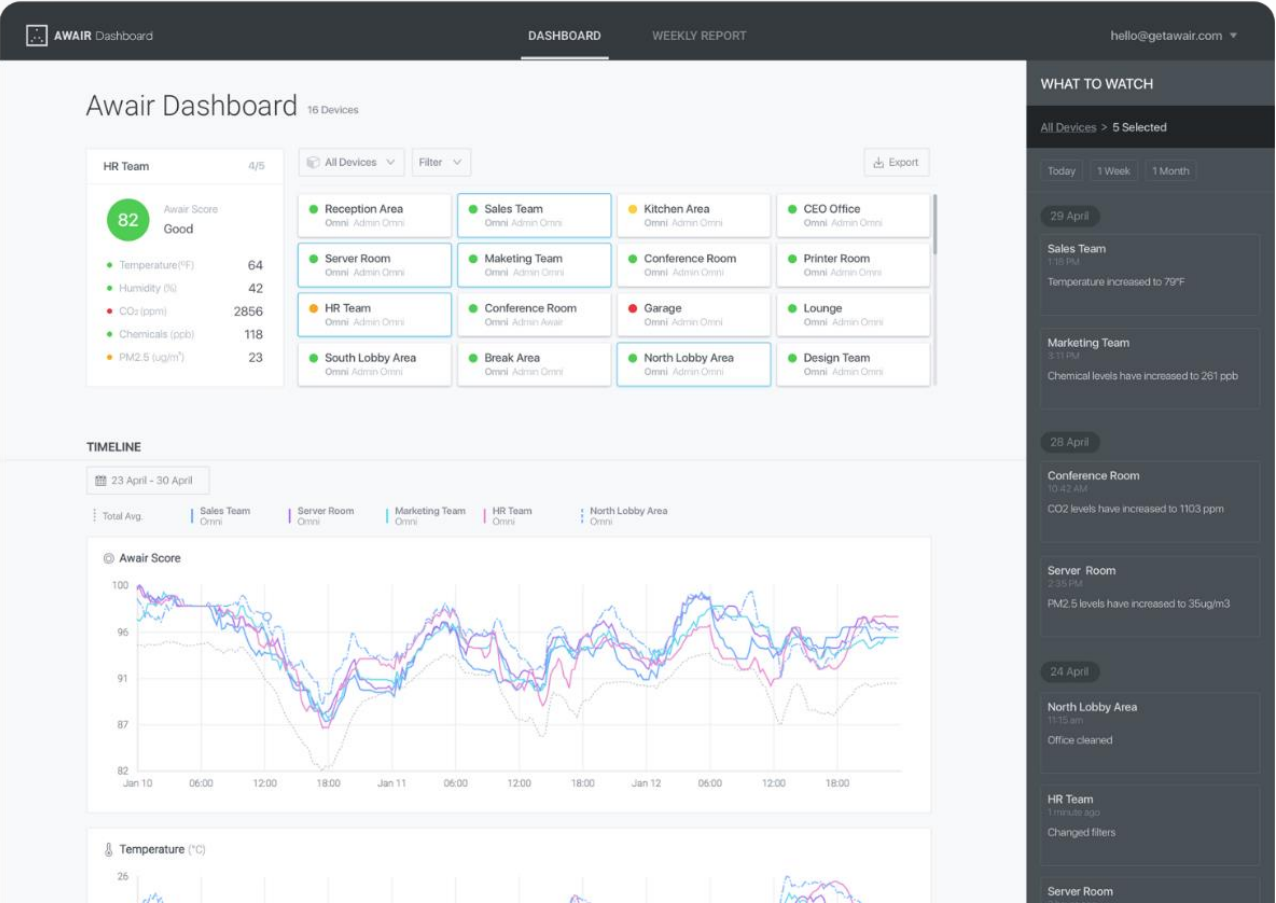


Cundall Case Studies – Key Lesson learnt

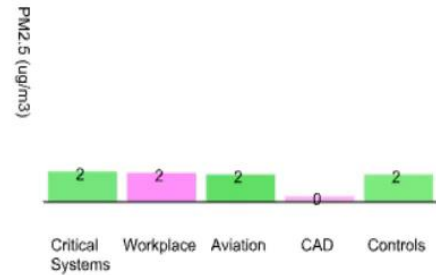
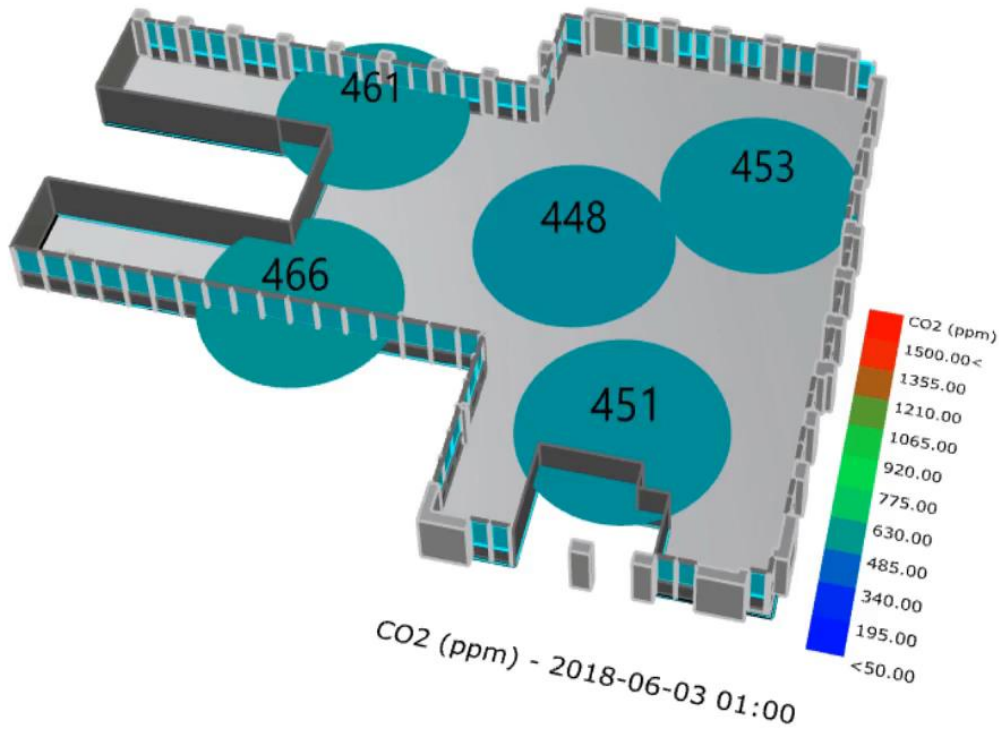
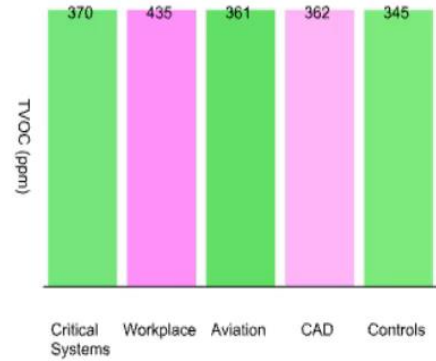
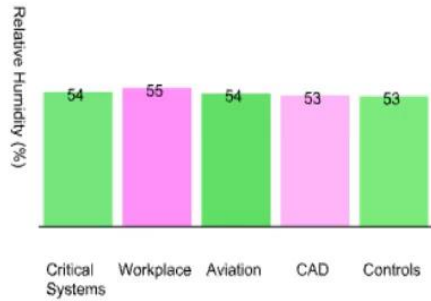
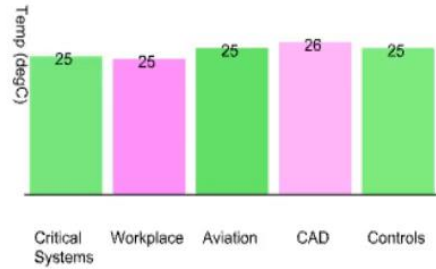
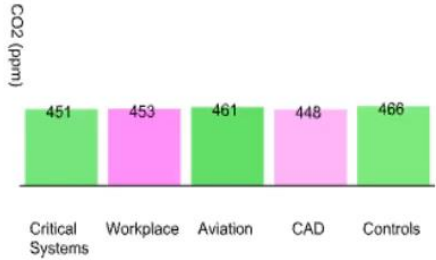
- 1) Certification is a great starting point, but should go further where possible
- 2) Operation is as, if not more important than design
- 3) Meeting design standards does not mean performance in use
- 4) You can never have too many plants!
- 5) You don't know what you have unless you monitor it
- 6) Continuous monitoring is vital for ensuring continuous performance



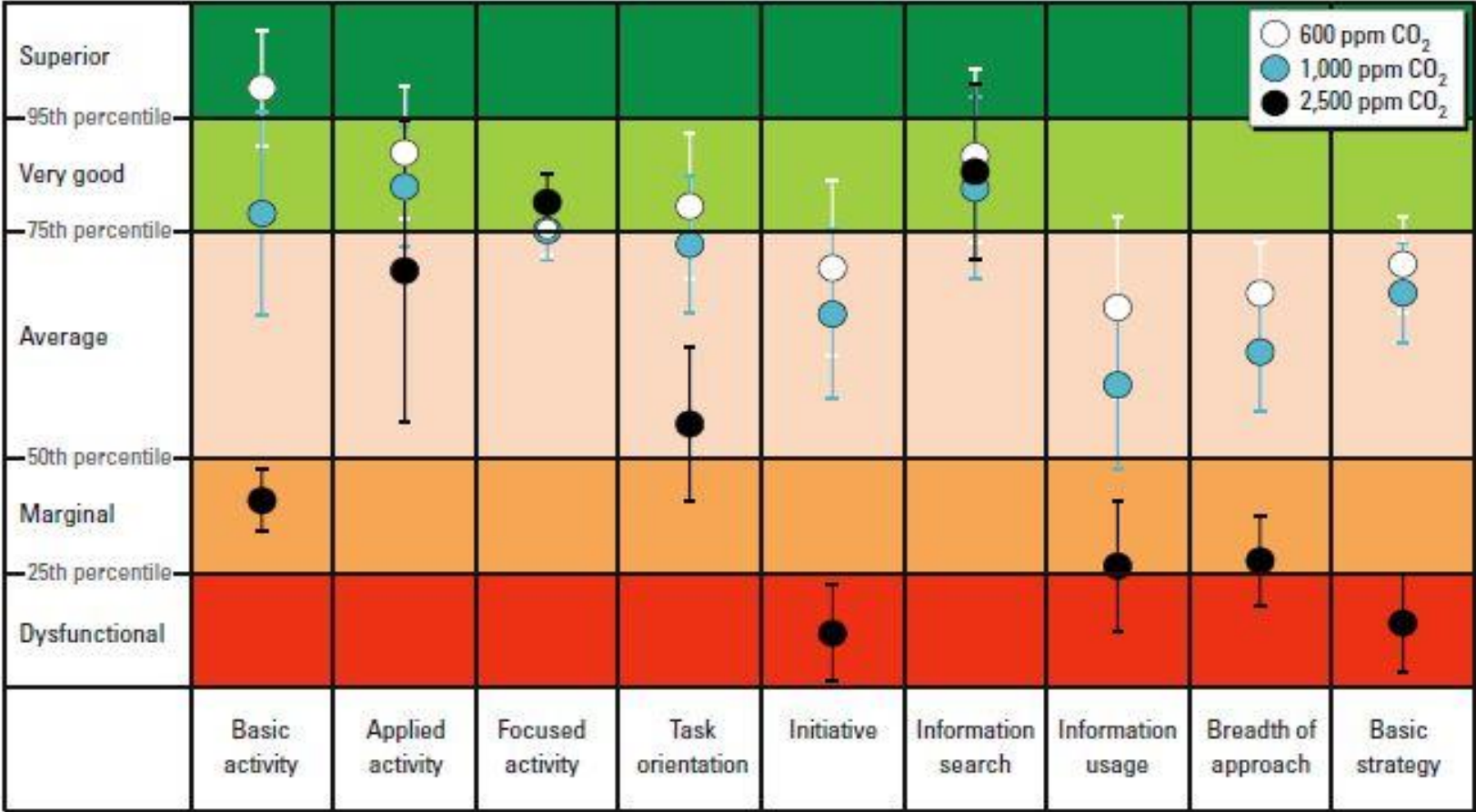
Continuous Monitoring



Continuous Monitoring

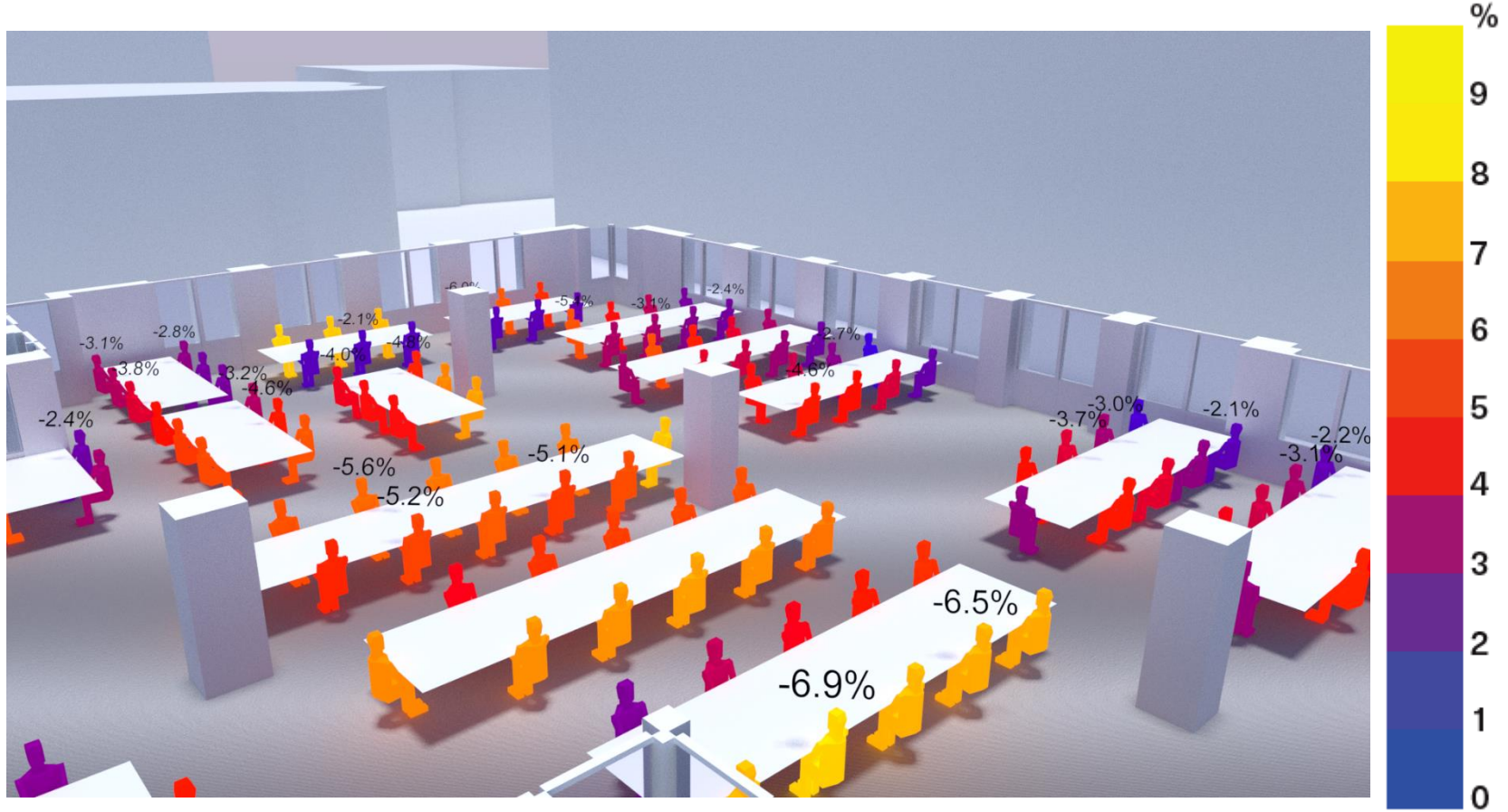
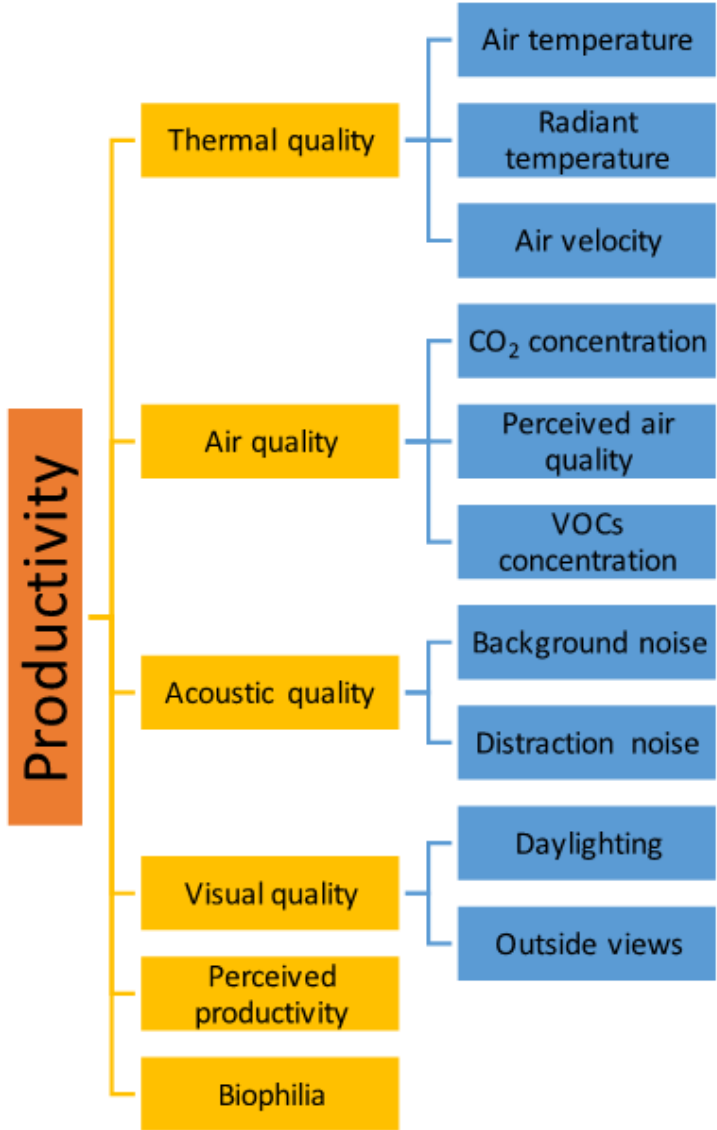


Measuring Productivity



Effects of CO₂ concentrations on cognitive performance

Measuring Productivity



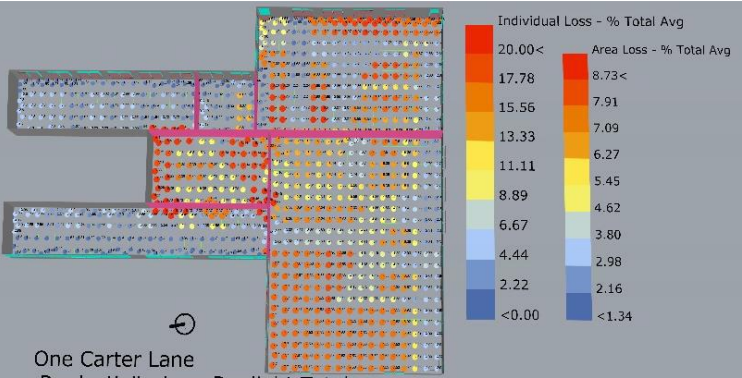
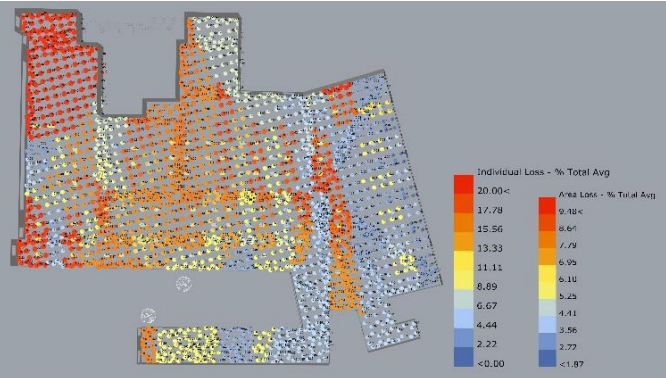
Predicted views and daylighting productivity loss

Measuring Productivity

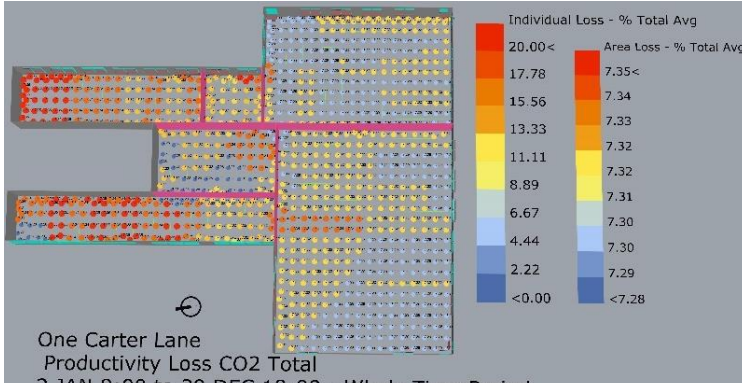
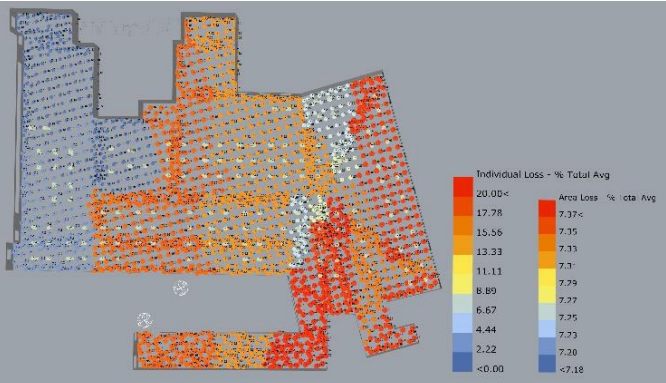
Saffron House

One Carter Lane

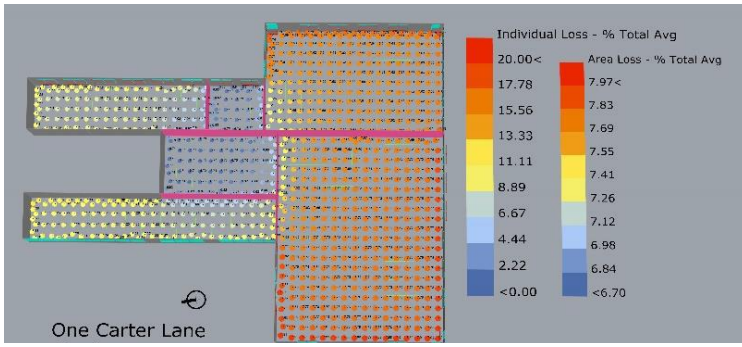
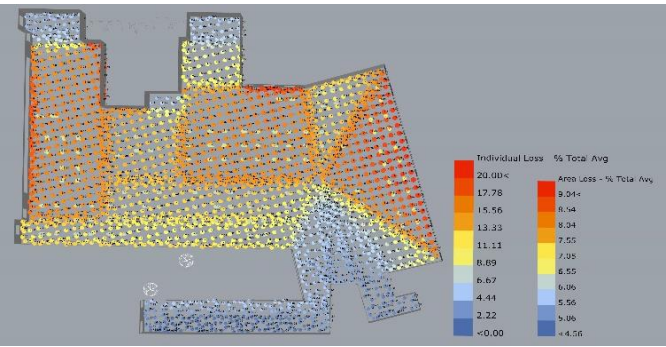
Daylight



CO₂



Thermal Comfort



Differential

2.6%

£520,000

RESPONSIBLE FIT-OUT TOOLKIT: OFFICES

Why?

- Clear benefits to both owners & occupiers
- Consistency & standardisation.
- Independent.
- Practical guidance covering the whole fit-out process.
- Freely available.

OWNERS



- Meeting investor requirements
- Meeting occupier demand
- Protecting property value
- Reducing regulatory risk

OCCUPIERS



- Improving health, wellbeing & productivity
- Attraction & retaining staff
- Aligning with brand & CSR
- Improving environmental and social impact
- Lowering operational costs
- Reducing regulatory risk

Responsible Fit-out Toolkit: Offices

RESPONSIBLE FIT-OUT TOOLKIT: OFFICES

08/01/2015

Tags: [Toolkit](#)

This Toolkit supports owners and occupiers in delivering responsible office fit-outs that incorporate sustainability and wellbeing principles.

Structured around the fit-out process below, it sets out key principles for owners and occupiers to collaborate on - from initially finding space, through to project design, construction and operation.

Each section outlines key principles, showcases innovative case studies, and brings together essential resources and guidance from across the industry into one place.



RESPONSIBLE FIT-OUT TOOLKIT

HOW TO USE THIS TOOLKIT

BENEFITS

FINDING SPACE

ENGAGEMENT & AGREEMENT

REQUIREMENTS FRAMEWORK

DESIGN & DELIVERY

WORKS

OCCUPANCY

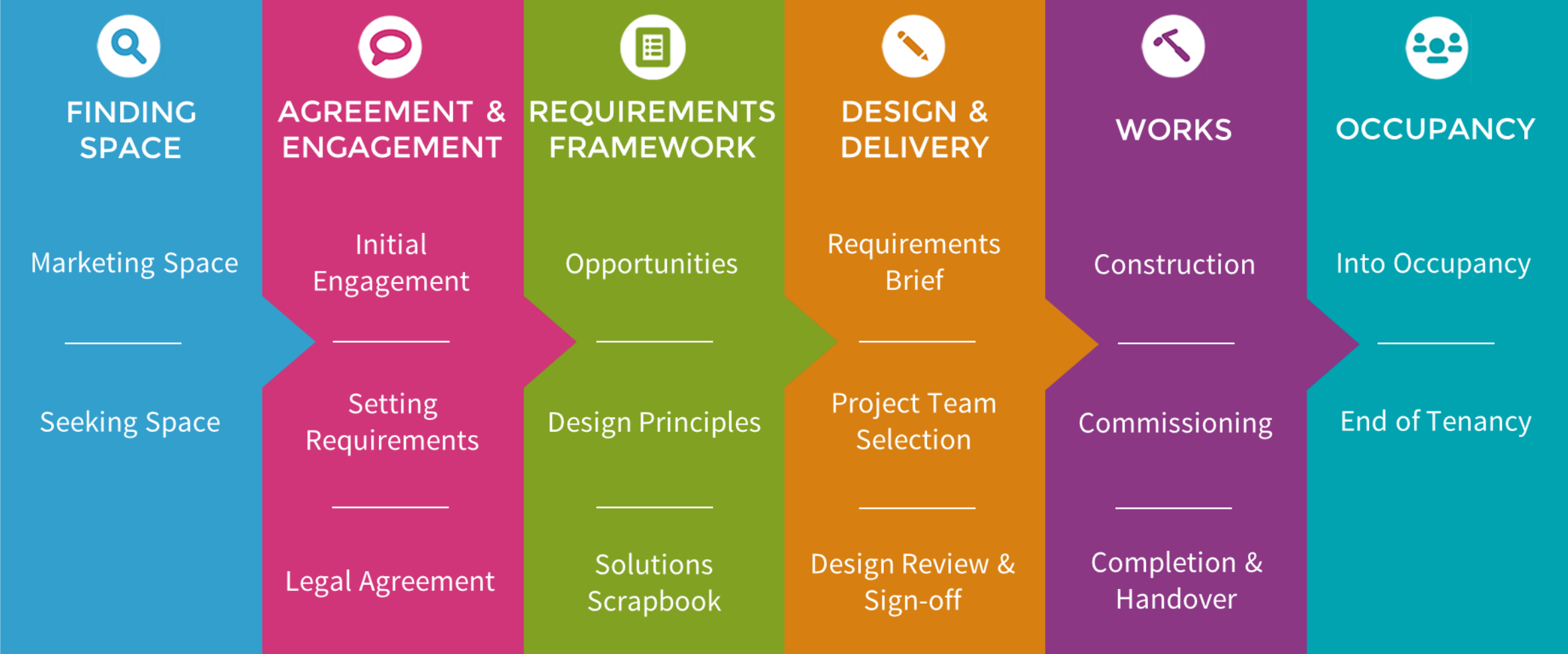
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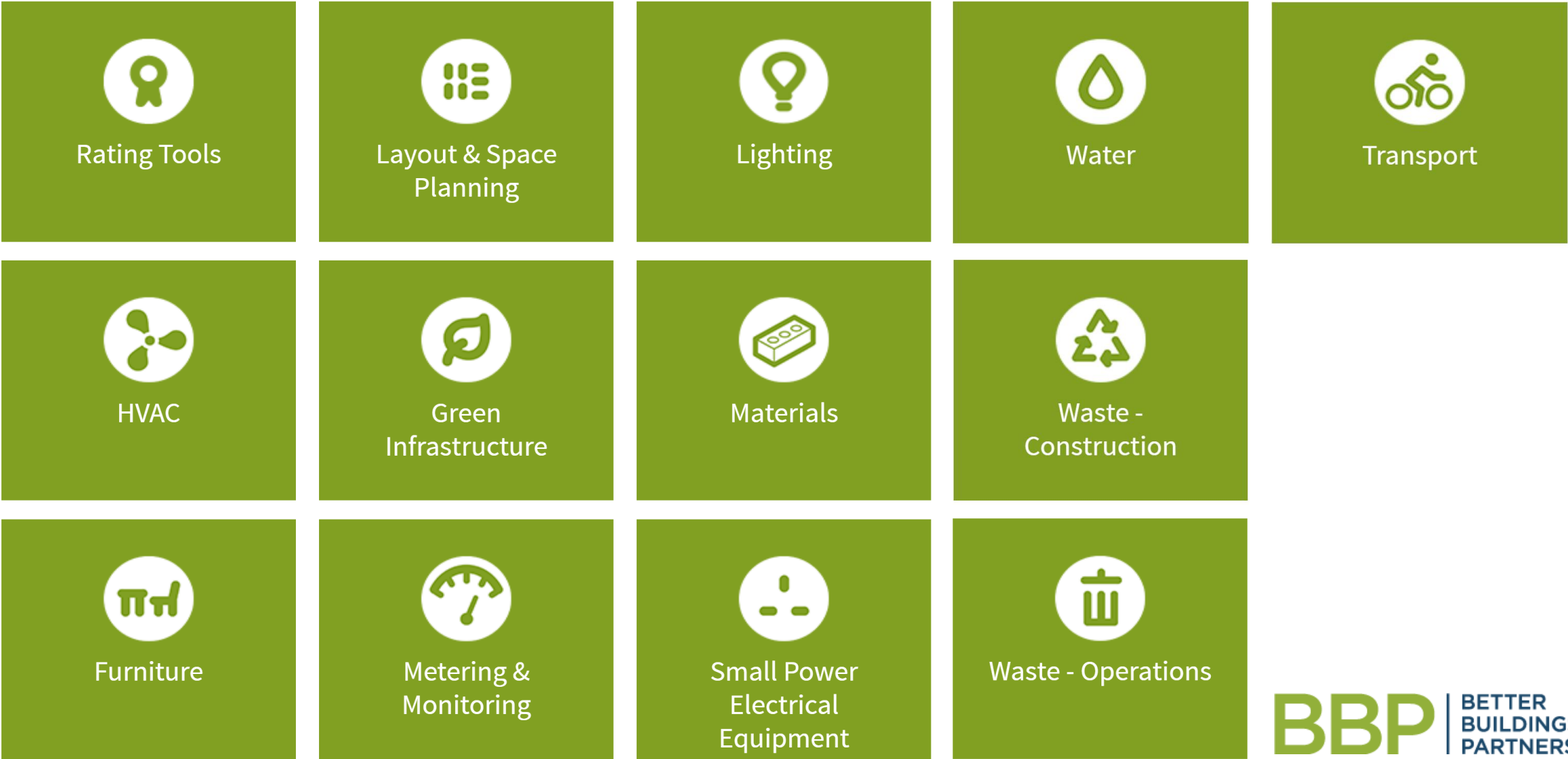
Who is it for?



What does it provide?



Requirements Framework



Bite-sized information

Layout & Space Planning

Designing the layout of a space is central to every fit-out project. Good design and layout can reflect an organisation's vision for effective working and support functionality by best enabling desired types of activities. Layout and space planning also impacts upon a number of internal environment aspects including air quality, noise and daylight, as well as how occupants work, move and interact.

OPPORTUNITIES

Show more 

The opportunities and potential benefits of planning space and layouts are highlighted below:

PRINCIPLES FOR LAYOUT AND SPACE PLANNING

1. Create Spaces that Support Different Working Needs

2. Design for a Healthy & Active Workforce

3. Co-ordinate Layout, Fenestration & HVAC design

4. Build in Adaptability

Layout & Space Planning

Designing the layout of a space is central to every fit-out project. Good design and layout can reflect an organisation's vision for effective working and support functionality by best enabling desired types of activities. Layout and space planning also impacts upon a number of internal environment aspects including air quality, noise and daylight, as well as how occupants work, move and interact.

OPPORTUNITIES

Show more 

The opportunities and potential benefits of planning space and layouts are highlighted below:

The considered layout and space strategy can help to maximise spatial efficiency and provide flexibility and adaptability to both day-to-day needs and longer term change.

Benefits: 

An office layout that accommodates different ways of working can increase collaboration, boost staff moral, and lead to greater creativity.

Benefits:  

The 'look and feel' of an office space can help to project an organisation's brand and ethos to staff and wider stakeholders.

Benefits:  

An office layout that promotes physical movement can minimise sedentary behaviour and promote active lifestyles.

Benefits: 

A layout can support a promote a good internal working environment by:

Benefits:    

PRINCIPLES FOR LAYOUT AND SPACE PLANNING

1. Create Spaces that Support Different Working Needs

Developing the **Requirements Brief** for the design stage to capture and reconcile building user, organisational and operational requirements is key. Identifying these requirements can be achieved via timely engagement with end users and key organisational stakeholders. Different generations within the workplace should be represented in this process. Engagement could be in the form of workshops, surveys and/or questionnaires.

This initial consultation process can help the design team establish key user design drivers, such as the spatial requirements for different workplace zones, including:

- Workspace - including needs for fixed desking, hot desking, agile working etc.
- Furniture requirements for end users.
- Flexible break out areas for informal meetings and breaks.
- Catering facilities and/or an eating/dining area.
- Dedicated areas for collaboration (e.g. large tables for multidisciplinary team work).
- Dedicated areas for concentrated and noise-free working.
- IT intensive areas (e.g. data centres, comms rooms, ICT suites, auditoriums etc.).
- Reception areas.
- Toilet and shower facilities (if not included in the base-build).
- Facilities that support health & wellbeing (e.g. access to green space or gym)

2. Design for a Healthy & Active Workforce

To ensure that the spatial layout enhances visual, thermal and acoustic comfort, and encourage occupants to avoid prolonged periods sitting, the following design principles could be considered:

Solutions Scrapbook

Solutions Scrapbook



Active Design

Office furniture company Haworth re-designed its global headquarters in Holland, Mich., under the principles of active design to encourage movement and interaction. The office layout shifted from 90% individual space to 55% individual and 45% shared space (Source: USA Today, '[Active design in offices gets workers to move](#)').

(Photo: Adam R. Bird for USA TODAY)



Communal Dining Area

Cundall's new offices [at 1 Carter Lane, London](#) was the first office in Europe to be awarded the WELL Certification, receiving a **WELL Gold Standard**. One of the standard's requirements was around provision of an area for dining, large enough to accommodate a third of the total employees. (Source: CIBSE Journal, September 2016, '[A picture of health – Well Building Standard at Cundall](#)').



Open Central Stairwell

British Land have created an internal staircase in the latest fit-out of their London HQ, York House. The stair case is centrally placed, in an area with plenty of natural light to encourage employees to take the stairs and be more active around the office. Read more [here](#).



How should it be used?

- **Owners:** engagement tool and a resource for their occupiers, as well as internal fit-out process review.
- **Occupiers:** resource to help understand benefits; how best to engage with landlords and what questions to ask; and supporting a requirements brief & discussions with the design team.
- **Designers / Consultants:** supports client discussions and provides opportunities showcase best-practice examples.

What next?

1. Continued update
 - Industry guidance
 - Case study examples
2. Retail Fit-out Toolkit





WE NEED
YOU!



Sarah Ratcliffe
Programme Director
**Better Buildings
Partnership**



Ed Dixon
Sustainability Insights
Director
Landsec



Sophie Carruth
Head of Sustainability
**LaSalle Investment
Management**



Elina Grigoriou
Design & Sustainability
Director
Grigoriou Interiors



Simon Wyatt
Partner
Cundall

Take away points

1. How can you use?
2. How can you share?
3. How can you contribute?
 - Case studies
 - Guidance

Keeping in touch with the BBP

