formm

Work spaces that work

Your guide to:

Making decisions about lease expiry

Making decisions about lease expiry

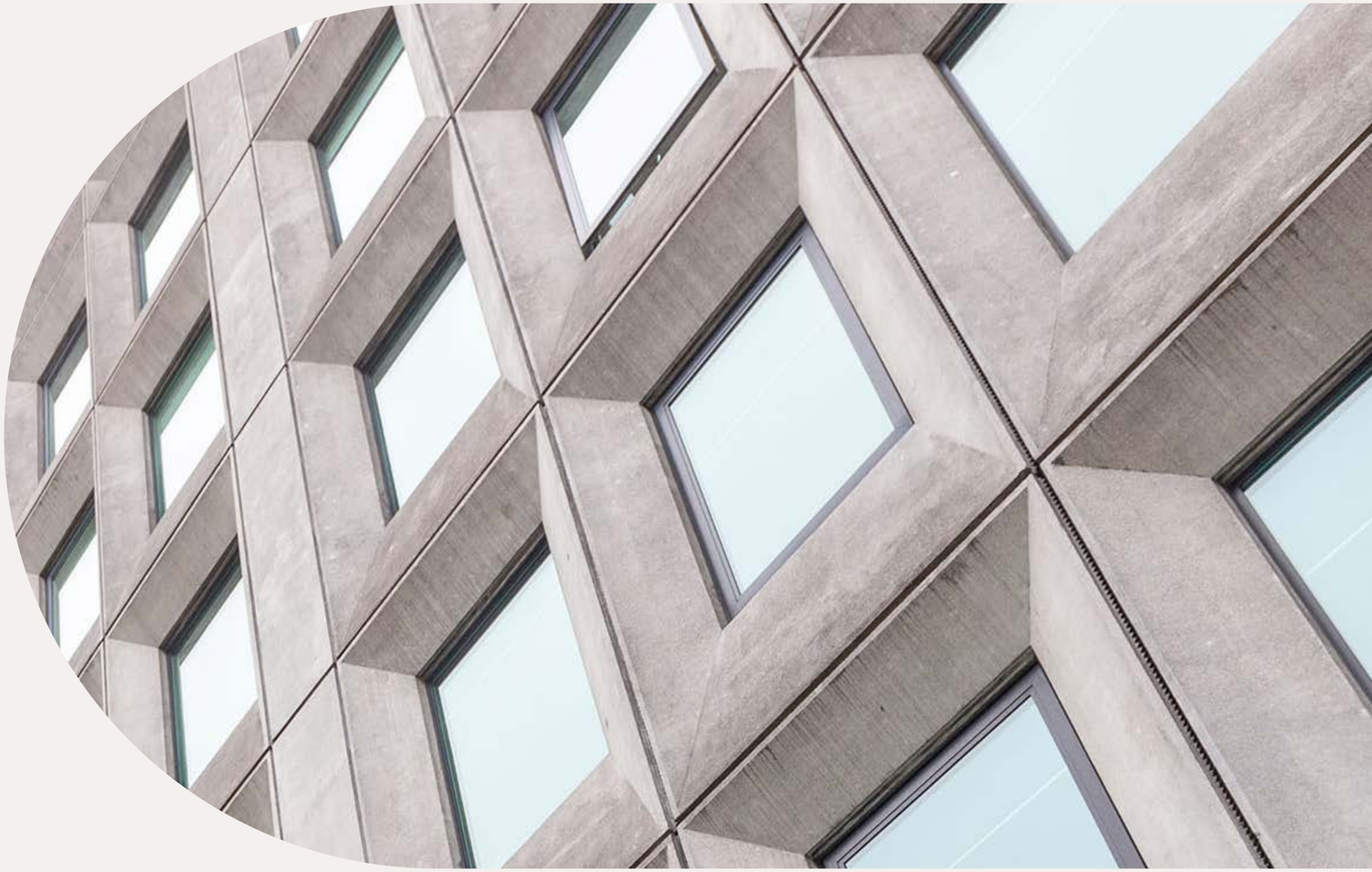
When it comes to renewing or relocating, one answer doesn't fit all. Making the right decision starts by assessing your current and future needs, and understanding your unique requirements.

Your choice should ensure a workspace that supports your employees, customers, business drivers, future goals, and workstyles.

Formm are workspace specialists, taking a strategic, tailored approach to every project. This guide is here to help you do the same. Because when your lease expiry is approaching, it's the perfect time to consider the role of your workspace environment in your business planning and to ask yourself three things.

How can your workspace make your business more:

1. **Efficient**
2. **Productive**
3. **Supportive**



You’re approaching the end of your lease.

Will you **renew or relocate?** Whatever choice you make, it should give you a workspace that’s productive, efficient, and supportive.

Have you decided on your next move?

Staying

Go to page

Going

Go to page

Yet to decide

Go to page

Staying

Decided you're staying put? Use this timeline checklist to stay on track of the actions you need to take to effectively manage your lease renewal.

9-12 Months

- Review lease
- Define workplace strategy
- Appoint design and build contractor (Formm)
- Test fits and concept design
- High level budget

6-9 Months

- Develop concept designs
- Refine workplace strategy
- Cost planning
- Begin negotiation - Landlord contribution
- Explore refurbishment options (light vs full)

3-6 Months

- Detailed design period (layouts, finishes, M&E)
- Agree progamme and contract
- Order long-lead items
- Finalise legals
- Pre-construction planning
- Phasing strategy to minimise disruption

0-3 Months

- Contractor mobilisation
- Refurbishment delivery
- Furniture, IT and AV
- Commissioning and testing
- Occupation

Thinking about refurbishment?

Find out how Formm's end-to-end process helps you to make informed decisions for a productive, efficient, supported workspace.

Back

Going?

Know you're going? If you've decided it's time to move on, use this timeline checklist to keep on track.

9-12 Months

- Review lease obligations (exit stragety)
- Define workspace brief (Headcount, culture, growth, and space needed)
- Appoint agent and design and build contractor (Formm)
- Begin property search
- Test fits
- High level budget

6-9 Months

- Select prefered property
- Negotiate heads of terms
- Negotiate rent free period with the Landlord
- Develop concept designs
- Cost planning aligned with Landlord
- Validate programme

3-6 Months

- Contractor (Formm) leads technical design
- Detailed coordination (M&E, Structural, Landlord constraints)
- Order long-lead items
- Landlord approvals & licence to alter

0-3 Months

- Fit out delivery on new space
- Furniture, IT & AV installation
- Commissioning and testing
- Exit old space
- Occupy new space

Thinking about fit out?

Find out how Formm's end-to-end process helps you to make informed decisions for a productive, efficient, supported workspace.

Back

Should I stay?



Lower short-term costs with no moving or reinstatement costs



Contract negotiations are generally quicker, and zero downtime



Opportunity for refurbishment of your existing space

Should I go?



Choose a space that supports your future business growth plans and working styles



Potential long-term savings with competitive rates/negotiation



Opportunity to reset, boosting staff moral, business culture, and brand alignment



Space designed around learned insights for your specific needs

Back

Undecided?

As with any business decision, you want to make an informed choice.

On the following pages you'll find information on how to create a future workspace that supports the future of your business.

Your workspace should be designed and delivered to support all of your current and future needs, goals, and drivers. Your space should inclusively support your employees, aid attraction and retention, optimise staff and business performance, and deliver maximum efficiency and reaffirm the culture of your business.





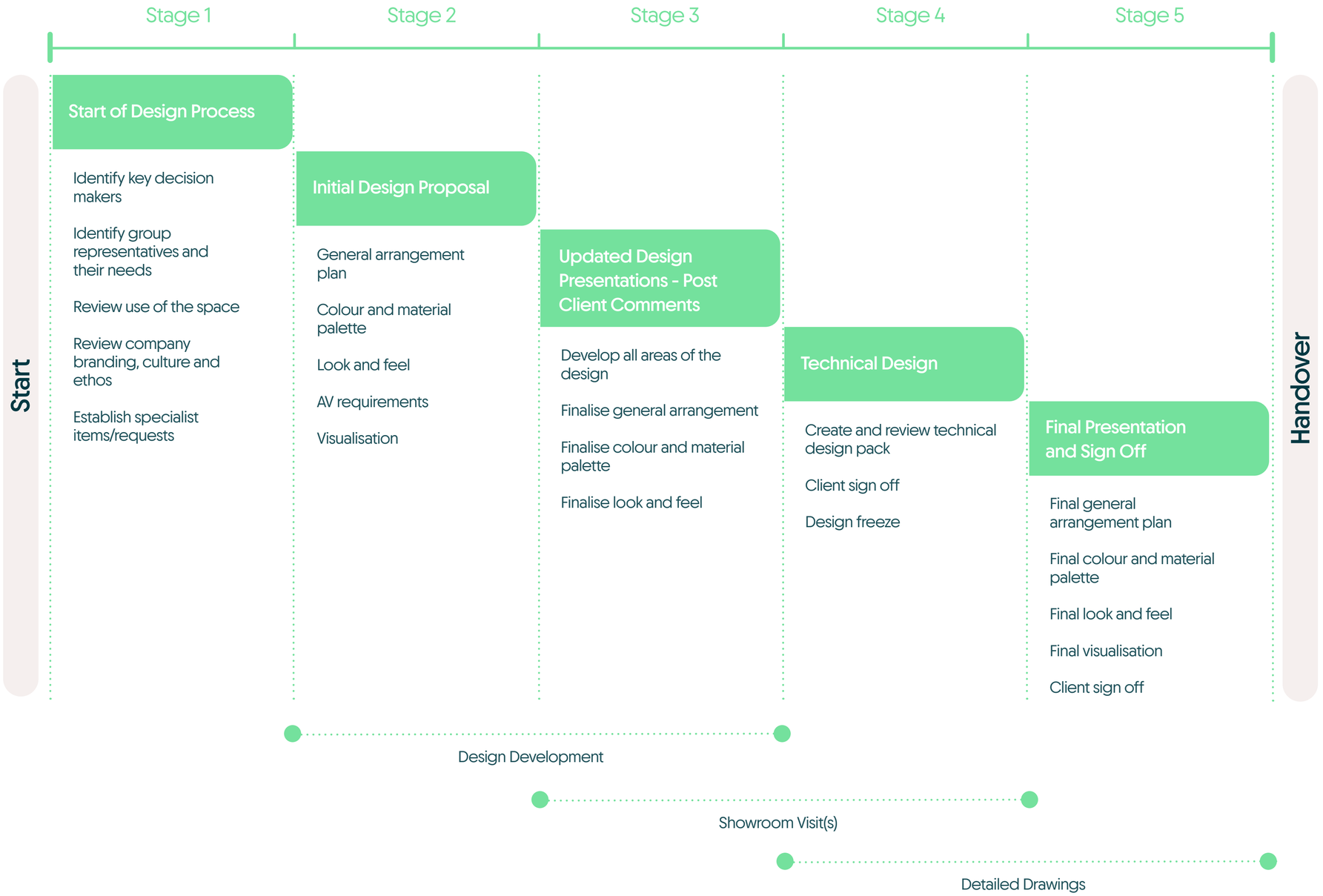
Our Process

Our process is simple and collaborative.
We ask the right questions, listen carefully, and work with you to reveal the outcomes that matter most. A cycle of asking, listening, understanding, and communicating ensures absolute clarity and alignment at every stage.

We will guide you through the entire decision-making process, from briefing data to fit out, design to delivery, cost to commercial assurances, and lifetime support. This workspace strategy ensures a space that meets your needs today, and tomorrow.

Meet together, share together, work together.

Design Development Engagement Schedule





Understanding

We work with organisations in transition, bringing clarity from the outset via open and honest conversation. That way, we can work together to create a process to aid you on your journey and ensure you benefit from our knowledge and support.

Each client is unique. Your needs are complex and varying. With expertise in all areas, we can establish the best route for you. Taking you through everything from initial brief development, high level consultancy, design, fit out, move management, furniture consolidation and procurement , commercial parameters contract negotiation, delivery, change management and post-occupancy reviews. We'll work collaboratively with you through the next stage of your real estate journey. Start the conversation early to be best prepared for your future.

People. Process. Place.

The 3 P's are three elements that work together to drive business performance, productivity, and employee experience.

People are supported by efficient processes. Processes are supported by well-designed places. Places support both process and people.

Culture and environment are also linked. Great workspace design reflects business culture, and makes all employees feel represented, respected, and supported. This, in turn, positively impacts employee engagement and productivity.

Places and people are an organisation's biggest costs.



Key Questions

Could your workspace be more:

Productive

Go to page

Efficient

Go to page

Supportive

Go to page

Could your workspace be more productive?

Q. Is your workspace specifically tailored to your culture, your staff, and your business needs?

Q. Does your team have access to all the places and spaces that support them to be at their most productive?

Q. Does your workspace provide all the elements that support your employees' personal and professional needs?

Mostly YES

All these help improve productivity, boosting staff morale and enhancing culture, aiding employee retention and attraction.

Mostly NO

Look at p16 for ideas that aid productivity in the workspace.

Could your workspace be more effective?

Q. How much of your office is actually being used?

Q. Is your workspace easy and intuitive to use?

Q. Do you have flexible spaces that adapt to your needs?

Q. Is energy efficiency built into your lighting and tech systems?

Mostly YES

All these help to maximise effectiveness, and improve the workspace experience for your team.

Mostly NO

Look at p17 for ideas around workspace effectiveness.

Could your workspace be more supportive?

Q. Do you have a variety of workspaces that support diverse physical and neurological needs?

Q. Does everyone in your organisation feel welcomed into and comfortable within the workspace?

Q. Does your team have spaces to relax, retreat, focus, and collaborate?

Mostly YES

All these work collectively to create a supportive, harmonious, and inclusive environment.

Mostly NO

Look at p18 for ideas on creating a supportive environment.

Productive

Ways your workspace can support productivity

Variety of spaces

Private, communal, relaxed, focused - one space doesn't suit all

Workplaces should provide a range of flexible settings to support different work styles, including collaboration, focused work, and informal interaction.

Source: BCO Guide to Fit-Out

Technology

Power, connectivity, and ease of access

Smart building technologies and digital systems should be embedded to enable intuitive interaction with workplace systems and support efficient operations.

Source: BCO Guide to Fit-Out.

Ergonomics

Ease of use, ability to support, and physical support

Office design should prioritise human-centric environments that support health, comfort, and productivity.

Source: BCO design guidance emphasising health and wellbeing as a core design principle.

Nature / wellbeing

Light, nature, warmth, safety, sound, social, and retreat spaces

Employees working in environments with natural elements report a 15% higher level of wellbeing and are 6% more productive.

Source: Source: Human Spaces Report, Interface (2015).

Effective

Ways your workspace can impact effectiveness

Layout Design

Poorly arranged open-plan space

Office design should support the activities people undertake and enable them to work effectively.

Source: BCO Guide to Fit-Out

Underused Spaces

Empty desks and meeting rooms

Organisations are increasingly focused on understanding how space is used in practice and closing the gap between design intent and actual utilisation.

Inflexibility

Fixed walls and/or furniture limit adaptability

Workplace strategies should be based on how space is actually used.

Poor Storage

Inadequate storage takes up space, time, and adds costs

A well-designed workplace considers how space is used day-to-day, including the need for adequate and functional storage.

Energy Waste

Costs of inefficient lighting, HVAC, and tech setups

Building services should be designed to minimise energy use while maintaining comfort for occupants.

Supportive

Ways your workspace can
make your team feel supported

Inclusive design

Accessible, welcoming, fully inclusive

Workplaces should be inclusive and accessible, supporting the needs of a diverse workforce.

Source: BCO, Guide to Fit-Out (inclusivity and accessibility in workplace design)

Wellbeing support

Retreat rooms, wellness considerations

Workplace design should promote health and wellbeing, including spaces for rest and recovery.

Source: BCO, Guide to Fit-Out (wellbeing and user experience)

Layout Design

Collaborative spaces, reflecting all cultures and mindsets, neuro-inclusive

Office environments should reflect organisational culture and support how people interact and collaborate.

Source: BCO, Guide to Fit-Out (workplace culture and collaboration)

More about consultancy

From our experience in fit out, refurbishment, and furniture, Formm has developed a comprehensive workspace consultancy service to offer you end-to-end support. We're with you from before Day One to way after move in day.

Our consultancy process:

All one-to-one. Every project is personal. We work closely with you at every stage.

Fluid Approach: Our process flows seamlessly from consultancy to design, through commercial and fit out stages, and continues with post-occupancy reviews.

Everything under one roof: Because all services are integrated, nothing is lost in translation. Your vision is carried through from concept to completion... and the longevity of your office lifetime.

Discovery Session

Getting to know your drivers, culture, goals, and challenges.

Data Gathering

Insights through surveys, workshops, and workspace observation.

Insight Report

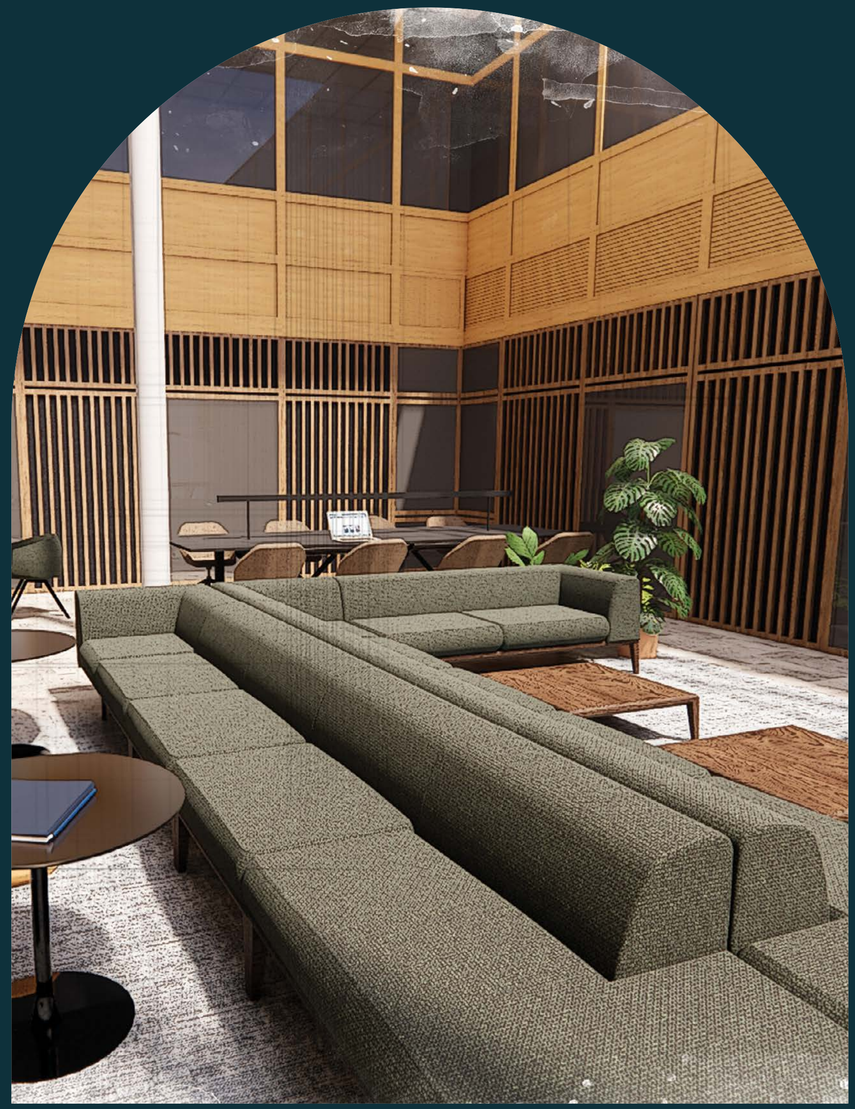
Key findings with recommendations tailored to your bespoke needs.

Design Strategy

All knowledge gathered is fully integrated with the details, design, refurbishment, and change management.

Support Implementation

Ongoing consultancy, design and / or change management support if and where required.



More about fit out and refurbishment

At Formm, we offer fit outs, refurbishments, and workspace funiture, delivered via a design and build methodology. So whether you want us to take care of everything or support you in part of the process, we can help you get to the right answer.

Here are some questions to think about before you get started.

Who will manage your project?

With Formm, you have one point of contact - an experienced project manager - to take care of every step of the project. As well as trusted suppliers, we have access to expert in-house resources too.

What are your timelines and budgets?

Understanding your timeline and budget early helps to keep your project on track and avoids unnecessary complications.

A design and build approach simplifies this process, with one team managing design, cost, and programme from the outset.

How will you ensure a safe working environment during any works?

Health and safety is vital. We have robust processes and procedures to maintain a safe working environment for everyone.

Do you need a full design & build service?

Our end-to-end service ensures an efficient, seamless, high quality implementation tailored to your needs. We create concept designs, detailed drawing packs and all the necessary technical information, then take care of every step to cut costs, time, and hassle for you.



Back

More about furniture

Formm offer considerable knowledge and insight into the workspace and associated furniture market sector. We are independent furniture specialists providing our clients with access to most leading UK manufacturers, their brands, and their extensive product portfolios.

This allows us to offer choice and address key requirements around design detail, value, functionality, leadtime, and sustainability.

What are your requirements and which one takes the highest priority?

With a wide range of trusted suppliers,
we offer choices to meet all your criteria.

Does your supplier offer an extensive choice and value?

Fully independent, we have established relationships with leading UK and European manufacturers, ensuring quality brands and competitive pricing with exceptional terms.

What guidance is available for product choice?

We can advise on product specification and selection, with showroom visits and mock-ups to help you envisage it.

What are the timelines you need to work to, allowing for delivery and installation?

Formm offers a full procurement and consolidation service, liaising with manufacturers on your behalf and arranging delivery and installation to suit.
Your one point of contact is us, and we support you post-completion too.

Do you need bespoke furniture or feature elements?

Having an in-house bespoke joinery division, Formm can offer furniture that is made for you. You get greater control over the design and materials, with experienced craftspeople to meet your budget and schedules.



Delivering a low carbon fit out

Reuse & Responsibility

We prioritise retaining and reusing existing elements where possible, reducing waste and minimising embedded carbon. Where new materials are required, we focus on responsible sourcing and durability.

Measured Carbon Approach

Formm apply recognised methodologies such as TM65 to assess embedded carbon in building services,ensuring decisions are informed, transparent, and aligned with project goals. We work with our supply chain to specify/select products that support our sustainability credentials and understand EPA/EPD/LCA data.

Longterm Performance

We design workspaces to perform beyond day one, improving energy efficiency, supporting feasibility, and ensuring spaces can adapt over time without major refurbishment.



See our work

Every project is unique, because every workspace is. Take a look at some of our projects here, then let's talk about yours.

View Work



BHP Professional Services Ltd



Counter Context, Sheffield



Everlast Group



humanspaces, 10 South Parade



Taylor Emmet LLP



Turner & Townsend, Sheffield

Get in touch

Contact us on 0114 345 5440

Contact us at enquires@formm.uk

We'll make sure you speak to the right person, from the outset.

Discuss your needs
(Consultancy, design, fit out, refurbishment, furniture)

Plan your project
(You'll have a single point of contact throughout)

Profit from your productive, efficient, and supportive workspace

formm

Work spaces that work

