



STURGEN OFFICE SOLUTIONS



AN INTRO TO STURGEN OFFICE SOLUTIONS (S.O.S.)

We at Sturgen Office Solutions (S.O.S.) pride ourselves on delivering the highest standard of design and finish of any office fit-out requirement. The S.O.S team boasts specialist project managers, engineers and design specialists for all requirements ...from small re-layouts & refurbishments to complete design- to-finish projects. The team have been completing builds and fitout contracts ranging from £50,000 to £1.8 million schemes. We at S.O.S. have been completing the highest quality of schemes since 1995.

We have a wide client base, ranging in size from small-medium sized businesses to large multi-national corporations.

No matter how big or small your office is, we at S.O.S. will create an office interior that will stand shoulder to shoulder with the best offices in UK & Ireland.

WE OFFER A COMPLETE CONSULTATIVE SERVICE, TAKING THE STRESS OUT OF OFFICE FIT-OUT, RELOCATION, AND REFURBISHMENT WHILST ALLOWING OUR CLIENTS TO GET ON WITH THEIR BUSINESS!!

There are many stages that the client and S.O.S. will journey through together.

Our consultation process begins with feasibility studies to ascertain suitability for your specific office interior design requirements. Many options will need to be considered, whether you require Flooring -Computer Raised Access or simply Joists or Screed, Heating/Cooling - Air Con Systems, Central heating or Air Handling Systems with HRV and Climate Control, Ceilings - Suspended or a quality Solid Ceiling System, Partitioning -Stud or Glass Panels, Double Glazed with built-in blinds, or Full 1hr Insulation & Integrity, Lighting - Contemporary or functional, Electrical - Trunking or floor boxes, Data & telecoms, Comms room, and Decoration - Floor coverings, Painting, feature pieces and office furniture.

The Interior Design process will then follow, resulting in options offered to you on either budget or space managing levels. 3D images of the selected options will be produced to assist you with making your final decision. Finally, we will manage and deliver your order, keeping you informed of the progress throughout the build.

So all you have to do is move..... And we even have that covered!



STURGEN

S.O.S. Services....

CONSULTANCY - IN HOUSE TEAM

- Workplace appraisal (to work out how much space you need)
- Accommodation summary (to see if your staff can fit well into the new space)
- Management interviews (to determine individual departmental needs)
- Detailed cost estimates (so you can create an accurate budget)

DESIGN - IN HOUSE TEAM

- Interior design
- Space planning (to determine the exact layout)
- Concept drawings (so you can get the overall feel and flavour)
- 3-D visualisations (so you can see exactly what you'll get)
- Test fit drawings (to make sure you'll fit in your new space)
- Finishes and Fittings Options
- Working drawings

MANAGING YOUR ORDER - IN HOUSE TEAM

- Project co-ordinator to manage design and estimating process
- Dedicated site manager, single point of contact / responsibility
- Detailed cost estimates
- Detailed programme (Colour Chart)
- Day-to-day co-ordination of your project
- Weekly update meetings (Via Project Progress Reports)
- Arranging planning permission & Building Control Certs
- Managing change control procedure
- In-house mechanical & electrical experts