

19-05-20

Commercial Property Solution

Bringing you back together safely™

Helping you repopulate your office environment.



Full Document Available on Request

PITCH

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Project Stages

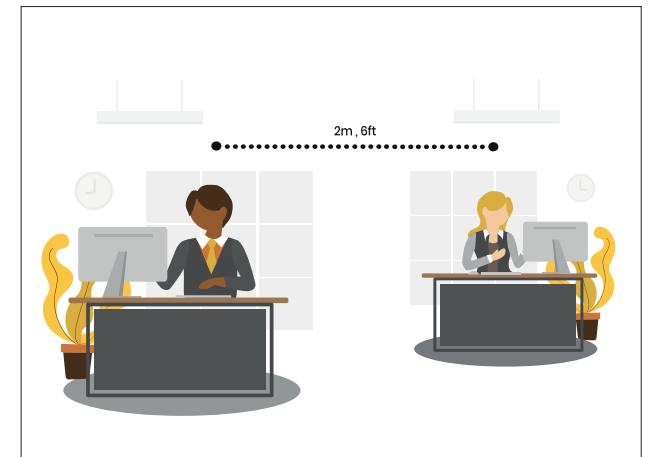
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Why?

1.0

Business continuity, social distancing concerns, mental health of employees and logistics.

The office world has been turned upside down recently with the majority of office workers now working from home. Although a necessity, this has presented business and workforce challenges. Its now time to consider how, when and who will return to the building and how to achieve this safely, when it happens. With government restrictions set to ease, it is imperative repopulation is as seamless as possible while considering the multiple factors of building occupation. Consideration of physical user location, ease of movement around the building, staff interaction and hygiene factors are all areas which will require comprehensive planning simultaneously. A cohesive multi faceted approach is required in the current and 'new normal' ways of working.



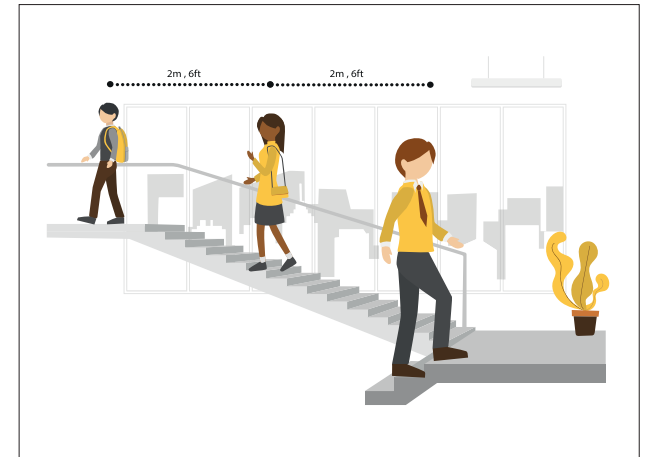
What?

1.1

Design, display, discuss.

The redesign of existing building layouts to include desking and work area layout options within social distancing regulations, potential one-way systems, digital and graphic information display zones and staff well-being scenarios. All of these factors are taken into consideration at Pitch when suggesting options for your building repopulation. Our comprehensive layout and graphic design option documents along with the implementation guides are tailored to suit each individual companies' requirements, situation and timescales. The scenarios and suggestions are extremely budget and logistics conscious in this unprecedented time.

Optional considerations such as staff survey's, mental health training seminars and staff hygiene PPE packs available as required.



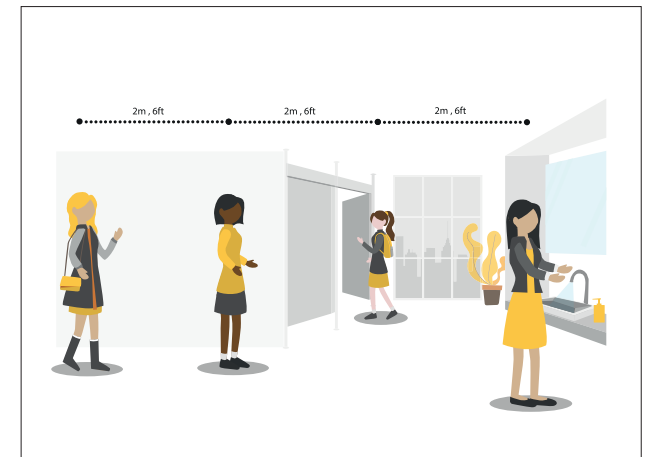
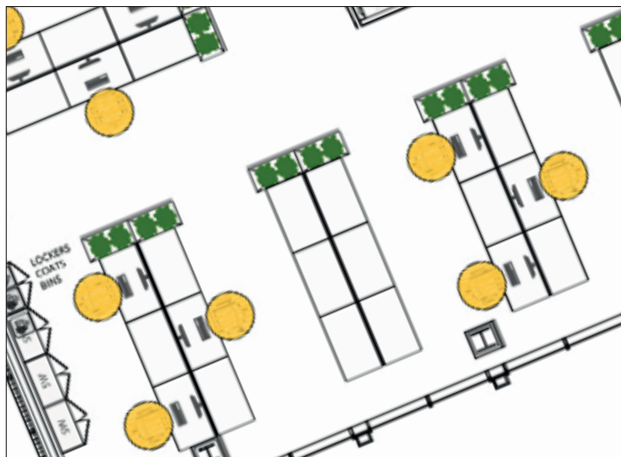
When?

1.2

Plans, discussions and installation.

Following an initial phone / virtual meeting Pitch will require the existing CAD layouts showing the building and desking layout. We will then design multiple social distancing options which can be implemented during each phase of social distancing. Discussing options on graphic positions and design in tandem with new layout option ensures minimal waiting time for the complete repopulation options. This ensure our clients can benefit from a swift building mobilisation and ease of workforce transition while minimising the workload for internal teams during this challenging time. Graphics manufacture and installation process will take place out of hours by our socially distancing team. Full RAMS submitted prior installation.

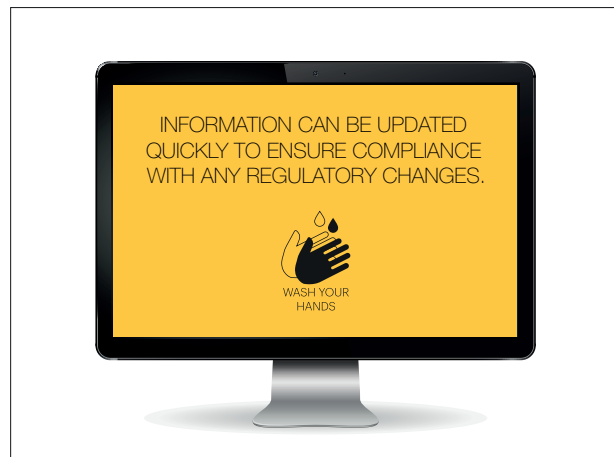
Ongoing layout amendments and graphic alterations are available during the continuing COVID 19 protocol updates.



How?

1.3

Socially distancing layout plans, graphic display options, client discussions and installation. We have a three stage process for building repopulation, however, **each stage can be commissioned as a stand alone service if required.**



Space Planning

Layouts show example open plan office layout.

Example client occupies multiple floors within building.

Floor area: 10,000 Sq ft

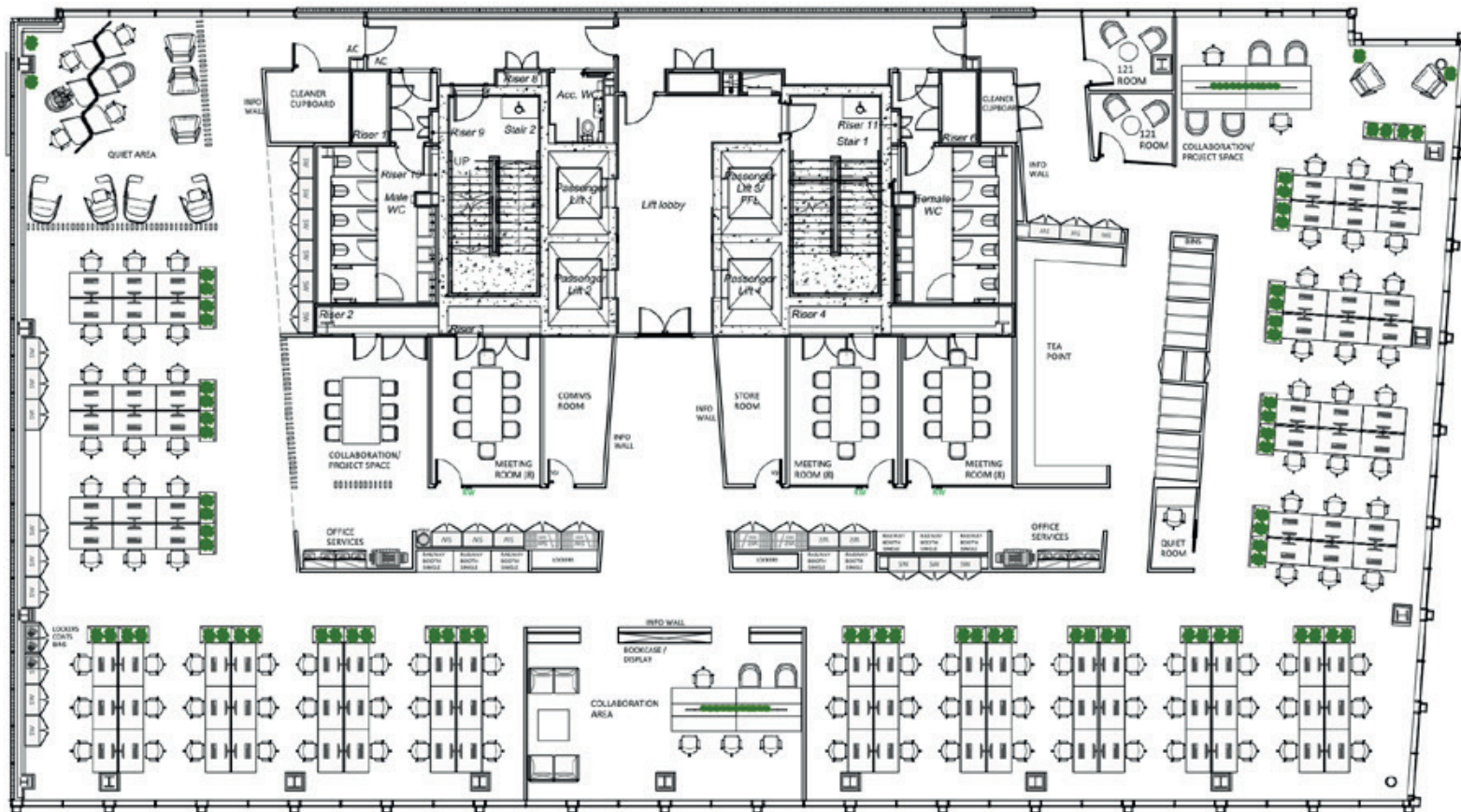
Existing layouts have multiple work zones including:

Standard desks, hot desks and alternative work positions.

Example Office Layout - Existing - Occupation 100%

2.0

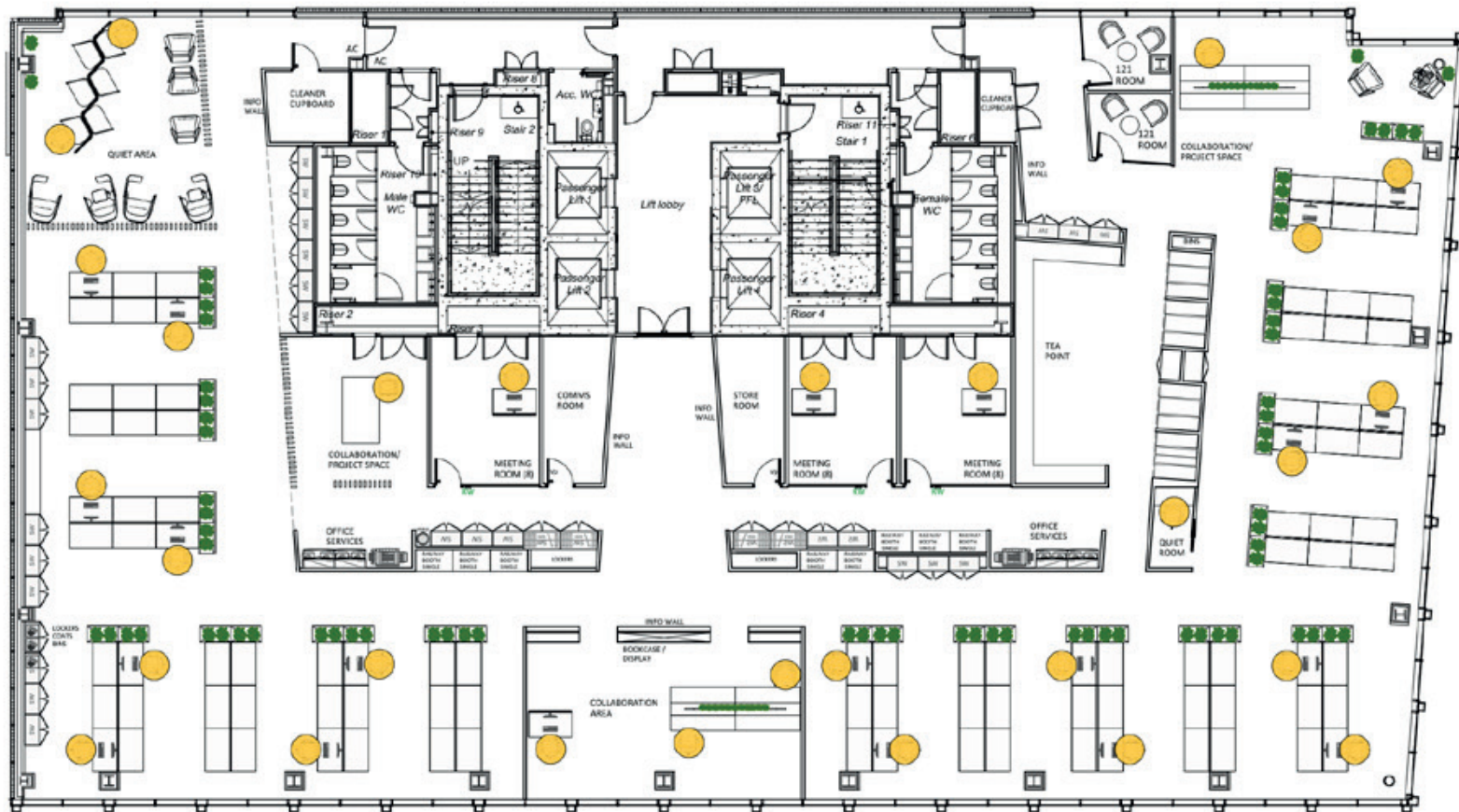
Standard desks	96
Hot desks	6
Alternative work positions	31
Total current working positions	133



Office Layout - Social Distancing - Option 1 - Occupation 22%

2.1

Diagonal distance	3m
Converted meeting rooms	3
Walkway risk	Low
Total working positions	29



● = Occupied desk position

Office Layout - Walkway Graphic Locations

2.6

----- Potential graphic locations.

Potential digital locations.



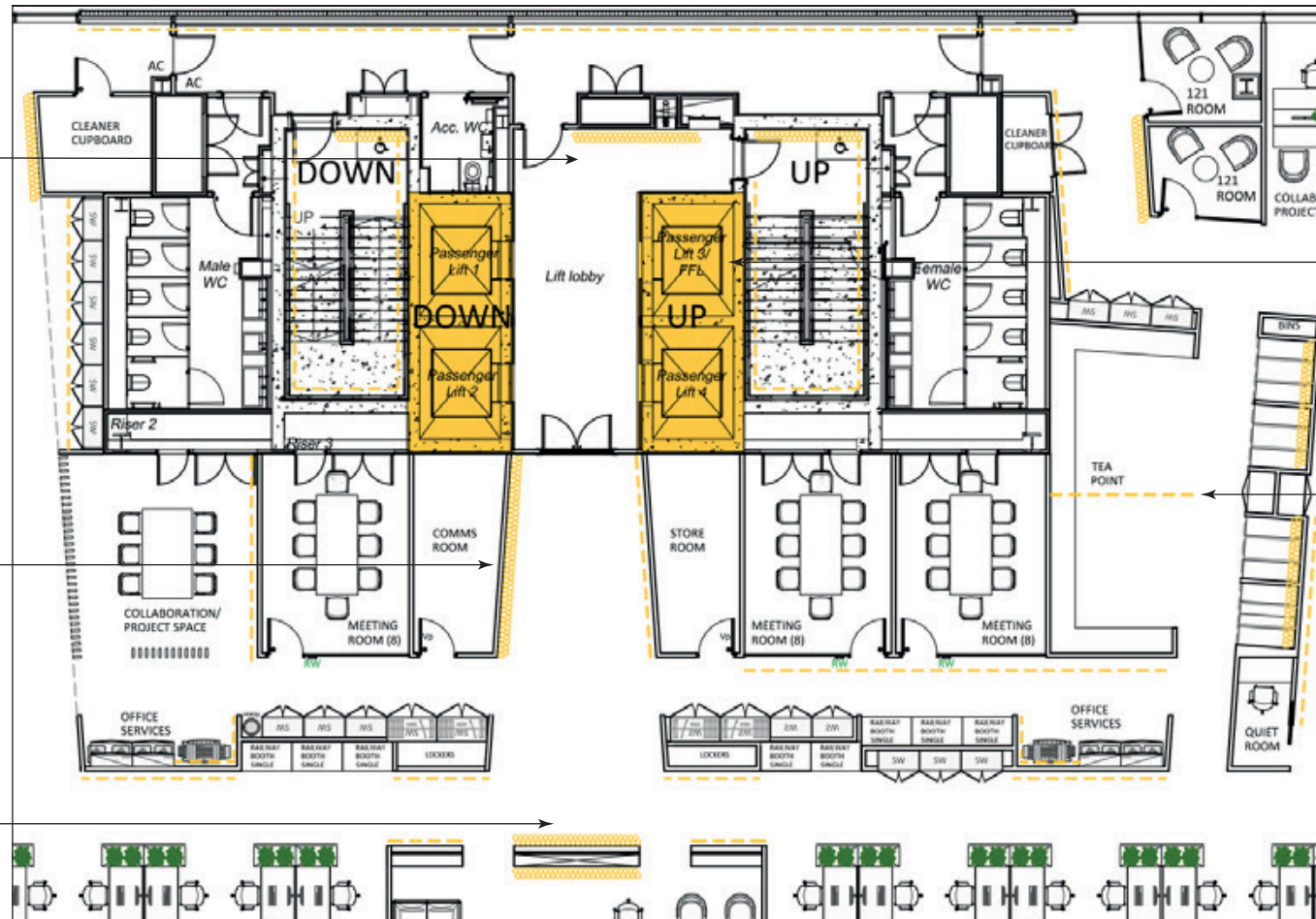
Sanitiser station



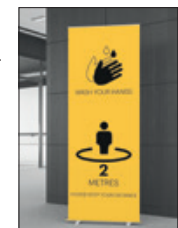
Info Posters



Digital Media



Lift Graphics



Freestanding Banners

2.7



Graphic Solutions

Designs will be branded to suit your organisation.
Signage can be printed in multiple languages if required.

Staff arrive at the building.

3.0

Car parking spaces may need to be increased or reconfigured where possible. Alterations should take into account the possibility of staff preferring to travel by car. Hand sanitiser stations can be located in close proximity parking spaces. Increased cycle racks should also be considered for colleagues who prefer to cycle to the office rather than a short journey on public transport. Hand sanitisers and external lockers could be located in close proximity to cycle zone.

A FRAMES / POST BANNERS



WEATHERPROOF COVERS / FREESTANDING BANNERS



Desk area and open plan.

3.6

With increased cleaning requirements and potential rota working, colour coded desk mats could be used to indicate which rota is active and if the desk has been deep cleaned since the previous occupant. These simple but effective items may aid with staff comfort level as cleaning protocols are instantly visible. Company protocols and other important information could also be printed here as they are in full view of the desk user.

PAPER DESK MATS



HEALTH AND SAFETY SIGNAGE



Key information zones and sanitiser stations.

3.7

High traffic areas can be used as zones for information updates which can be displayed in poster or digital formats. Sanitiser station positions will be carefully considered ensuring maximum visibility and ease of access, within your working environment.

INFORMATION POSTERS



SANITISER STATIONS



Project Stages

We have a three stage process for building repopulation
Each stage has been designed as a possible stand alone service if required.
The stages can also be commissioned over time rather than all at once.

Project stages: Layout design and graphic options.

4.0

1

- Supply CAD layouts of the current building to our team.
- Will we design multiple social distancing options which can be implemented during each phase of social distancing.
- Our team will discuss options on graphic positions and will prepare graphic designs in tandem with new layout if required.
- Layouts and graphic concepts are then summited for client discussion.

Project stages: Graphic options.

4.1

2

- Following a review meeting to discuss graphic options we will obtain quote for manufacture.
- Where appropriate, digital communication package design will commence.
- Cost options submitted to client.

3

- Out UK manufacturers can produce high quality and high volume products
- Installation can take place out of hours by our socially distancing team.
- Full RAMS submitted prior installation.
- Optional considerations:
 - PPE and hygiene packs for all staff in branded boxes.
 - How to style procedure manual in line with current corporate and government guidelines.
 - Online mental health awareness training for managers (third party company).

The Pitch Team

Michael O'Donnell **Creative Director**

Michael has 20 years experience working on brands within commercial property. Clients including Enterprise Holdings, The Priory Group, Serco and Leo Pharma. International Association of Designers - Executive Member
CITB - SSSTS

01628 780112
michael@wearepitch.co.uk
www.wearepitch.co.uk

Kirsty Laing **Workplace Consultant**

Kirsty has 20 years in commercial design / change management and has worked with clients including Network Rail, Serco, Frankin Templeton, Sega and Leo Phrama.