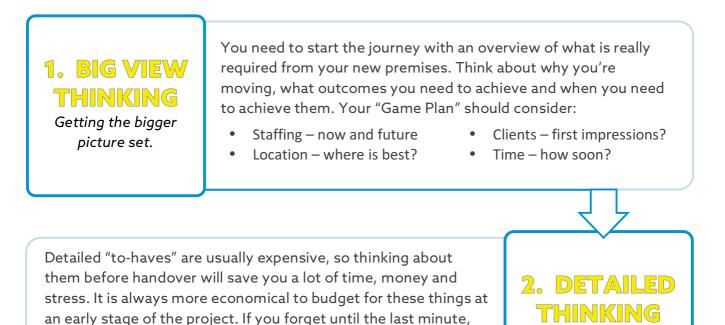
FIRST TIME FITOUT

FITOUT THINKING - Four Stages to Mastery



PRO TIP: Have a look at your existing office areas and consider what you'd change in a new office. Ask others for opinions too.

you'll be altering/moving other services to make space.

3. ACTION THINKING *Putting plans into*

place.

The lease is signed and plans are set. Your goal is to be ahead of the game, with the aim of keeping the project rolling along without any stoppages or delays. These things can stop action:

- No power on-site
 - No amenities on-site
- Incorrect paperwork
- Non-compliance with OH&S
 - Nominated key subcontractor not being informed

Completion thinking is like stage 3 except it happens faster and the consequences for missing something can cause major headaches. It's the end of the line – do or die – so how do you get through it? Checklists.

Write down everything that needs to happen and when, and make sure you keep everything under control.



Considerations about

the smaller things.