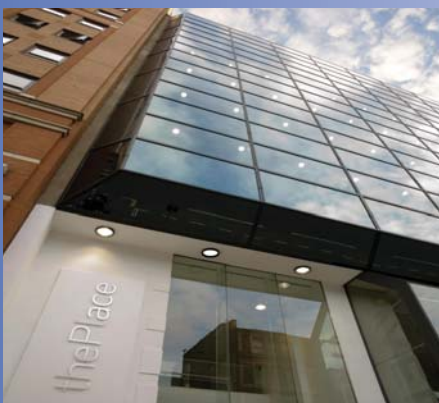




cyril leonard
project & building consultancy



Office Fit Out For Occupiers



Cyril Leonard's Project and Building Consultancy Team have a long established record of working for Tenants and Occupiers in assisting and facilitating relocation, undertaking relocation management and procuring fit out and refurbishment works.

We work with Clients who include Pension Funds, Banks, Institutions, Property Companies, SMEs, Professional Practices, Partnerships and High Net Worth individuals to assist them in developing a Client Brief, understanding their aims, goals and objectives and helping them implement these in the context of relocation and office occupancy.

Our Project Managers and Chartered Building Surveyors assist Clients in setting up and establishing procedures for internal relocation management as well as providing general support and advisory roles, acting as Client Technical Representatives, project managing and procuring works and acting as Employer's Agent.

We undertake pre-leasing and technical due diligence in connection with leasing and occupancy of space and appraise buildings for relocation and undertake feasibility studies.

We detail on the following pages examples of typical office refurbishment and relocation projects undertaken for Occupier Clients.



Park Street, London

Cyril Leonard were instructed to identify new space for ABTA to facilitate their relocation from existing premises. The Firm's Project Managers undertook initial feasibility appraisals and surveys and then worked with the Client to identify and develop a relocation plan and strategy together with occupancy requirements. We then worked to develop Employer's Requirement documentation and procure competitive bids for refurbishment and fit out of new accommodation. The Client occupied 8,000 sq ft of new open plan space completed within 12 weeks within an agreed budget of £500,000.



Defoe Court, City of London

Cyril Leonard were instructed to survey and appraise new premises for Clients. This led to the development of a refurbishment scope detailing works to be funded or undertaken by the Landlord. Following agreement of terms Cyril Leonard project managed the refurbishment and fit out of this 41,000 sq ft building which included replacement of all fan coils and ceilings and refit of interiors, completed within 20 weeks for a Contract Sum of £2.5 million in order to give the building a 15 year life extension and to suit the Client's occupancy requirements. The work was completed on programme and budget.



Ayres Street, London

Cyril Leonard were instructed to undertake a pre-acquisition survey and technical due diligence for this Client in respect of the above premises required for their own occupation. This identified opportunities to increase the usable office area and add value to the property. The property was refurbished and fitted out and the floor area increased by 24% to 13,000 sq ft under the terms of a JCT Design & Build Contract with a Contract Sum of circa £1.6 million and the work being completed within 30 weeks.



Quantum, Maidenhead

Cyril Leonard were instructed by Clients to procure the Cat B fit out of new office accommodation in Berkshire for the Client's occupation. The Project Management Team worked with the Client to establish and define their brief and budgets, agree programmes and to subsequently tender and procure works. Contracts were placed, Landlord's Consent was obtained and the works to establish and fit out 15,000 sq ft of space for occupation were completed on programme and budget.





Vanwall Business Park

Cyril Leonard were instructed by a Multinational Pharmaceutical Client to act on their behalf in connection with the procurement and subsequent Project Management of “churn” works within their existing 76,000 sq ft office premises in Maidenhead. The work involved the refit and refurbishment of 35,000 sq ft of space within this occupied office premises, the project works being phased to allow continued occupation and use of the premises and relocation of staff to suit the progress of the works. The works were successfully completed on programme and budget.



Thames Valley Park, Reading

Cyril Leonard were instructed by Clients to work with them to identify and negotiate terms for the leasing of 75,000 sq ft of new office space for the Client's occupation. Following agreement of terms, Cyril Leonard's Project Managers worked with the Client to develop a brief and project scope reflecting detailed occupancy requirements and to obtain competitive bids and then project manage the fit out and furnishing of this 75,000 sq ft building. The Client occupied on a phased basis with the works being completed on programme and budget.

The Place, High Holborn

Following instructions to procure refurbishment works to common parts and vacant office floors for the Landlord, Cyril Leonard were instructed to procure the fit out of 8,000 sq ft of office space for occupation by Clients after terms for leasing had been agreed by the firms Office Agency Department.

This fit out project completed for the Clients own occupation involved determining the Client's brief, developing space plans and designs, obtaining the Client's approval and then procuring the works by way of competitive bids on a Design & Build basis. Cyril Leonard acted as Employer's Agent.

The work was completed on programme and budget ready for the Clients occupation.



Contact

Cyril Leonard
Chartered Surveyors
22 Gilbert Street
Grosvenor Square
London
W1K 5EJ, United Kingdom
T: +44 (0)20 7408 2222
F: +44 (0)20 7491 4292
www.cyrilleonard.co.uk

For further information on any of these projects or the range and scope of services available from Cyril Leonard please contact

Simon Blausten +44 (0)20 7408 4626
simon.blausten@cyrilleonard.co.uk

Jonathan Slater +44 (0)20 7408 4640
jonathan.slater@cyrilleonard.co.uk

Simon Rooke +44 (0)20 7408 4602
simon.rooke@cyrilleonard.co.uk

or visit our website at
www.cyrilleonard.co.uk

Cyril Leonard are a General Practice firm of Chartered Surveyors providing the following services:

- Real Estate Leasing & Broking
- Development Funding
- Real Estate Investment
- Project Management
- Building Consultancy
- Professional Services
- Asset & Facilities Management
- Corporate Consultancy



cyril leonard
project & building consultancy

No material may be reproduced in whole or part without written permission. While every care is taken, the publisher cannot be held legally responsible for any errors in articles or listings.



East Finchley

Cyril Leonard acted on behalf of Middlesex County Cricket Club in connection with the sale and leaseback of their existing premises to LA Fitness. The existing building was redeveloped with an additional storey being added. The ground floor accommodation was fitted out as a purpose built health club. The newly completed upper parts were fitted out to provide a purpose built cricket academy with changing rooms and offices. We acted as Development Monitors and Employer's Agents.



Manchester Square, London

Following the selection and appointment of a Professional Team, Planning and Listed Building Consent was obtained for requisite works and then Cyril Leonard project managed the refit and refurbishment of this property. The project involved retention of Listed features, renewal of fibrous plaster detailing, new plaster and lathe finishes and complete renewal of all building services together with structural repair, all completed to provide a contemporary feel to this Listed property.



Sovereign House, Sittingbourne

Cyril Leonard were instructed to procure a new facility for this multi national Client. Following identification of a Greenfield site, negotiations were progressed with a Developer and terms agreed for construction of a new purpose built facility comprising a new 70,000 sq ft office and distribution facility incorporating 20,000 sq ft of offices.

Negotiation and agreement of terms involved developing the Client's brief and negotiating terms for construction of the building with the Developer. Following completion of legal documentation, the Cyril Leonard Team acted as Client Representative on behalf of the occupier to facilitate the completion of the development to the required specification and the subsequent fit out of the office accommodation for the Client's use. The redevelopment of the site from Greenfield to completed development was undertaken in 50 weeks with a Contract value of circa £8.5 million.