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How to find the perfect office for your business

Location

Perhaps the biggest thing to consider when creating your office space checklist is location. Make sure your new office is located somewhere that's going to be beneficial for your business. Think about what city is right for your organisation, consider the pros and cons, such as higher rents or accessibility. You will need to think about your client base, your staff and logistics when looking for office space. Where does it make the most sense for you to be?

Transport and Parking

As hybrid working is becoming more popular, people are rethinking their commutes into the office, so make sure it's on your office checklist. It's important your office space is accessible by a range of transport options, ideally close in walking (or biking) distance from main public transport hubs. Consider what amenities building users will need, whether that's disabled parking, bike storage or bike/scooter hire.



Visibility

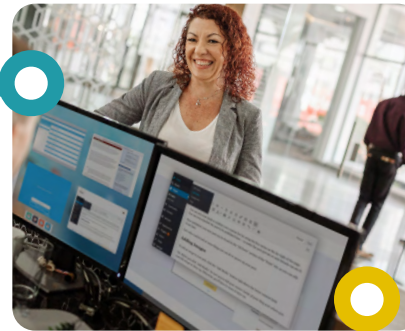
It's all very well and good being near to public transport hubs but how easy is it to find your office from street level? You don't want clients to miss that all important meeting (or arrive stressed!) because your office is difficult to find. It's one of the things you should include on your office checklist and pay attention to on your viewing.

The area

As a primary consideration when choosing your next office space, research the general area. Are there shops and great places to grab a snack or a coffee nearby, or green spaces for a short walk to break up the day? Is it safe area for staff to commute to, considering how quiet or lonely things appear, and how well-lit entry and exit points are.

Local businesses

One of the benefits of working from your office is being able to support the local businesses that make up part of the community. Being centrally located in towns or city locations (as opposed to a business park), makes a real difference to local livelihoods and the vibrance of an area. It also directly impacts staff and visitor's enjoyment of their workspace, leading to more enthusiasm to attend in person!



The size and space

When looking for office space - size matters, so get it on your office checklist. You need to find balance between comfort and price, and consider how you will make use of the space. All organisations have different requirements but there are some basic rules of thumb: think about whether your office would benefit in having additional spaces such as meeting rooms, breakout spaces and teapoints or if you want to save costs by keeping your office to just desk space alone. As a guide, we recommend between 5-7sqm per person.

The building (Interior & Exterior)

Your office is a strong visual statement of who you are as an organisation. It can influence anything from a client's first impressions, to staff recruitment and retention. Many studies have shown the impact of aesthetics - for example, greenery, plants, clean and well-designed and ventilated spaces have all been shown to impact productivity and wellbeing at work. When looking for office space consider whether the environment reflects your values and 'feel'.



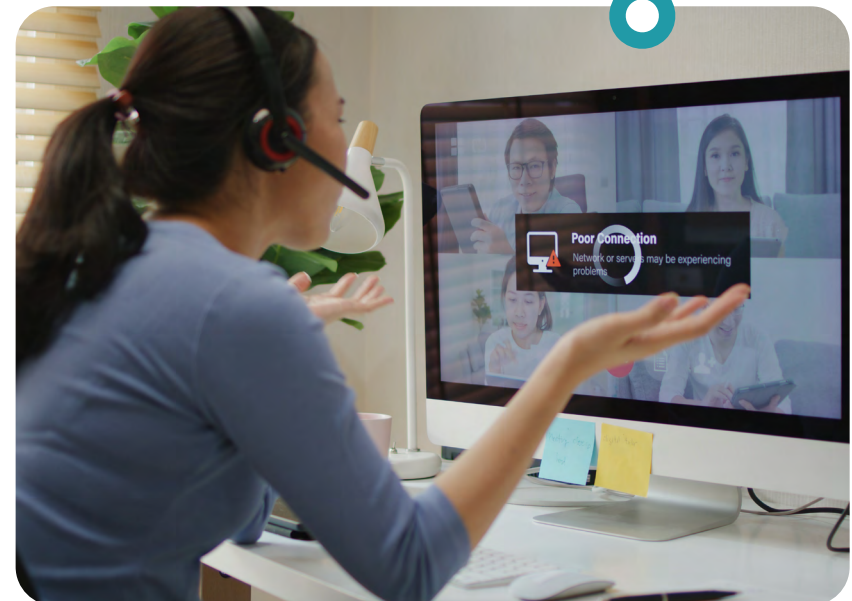
What's included with the property/building?

One of the most important things you can do is establish what's included in your monthly rental costs. When estate agents talk about "price per square foot", they are usually referring to the rent element of monthly costs only, and not including other standard monthly charges like Service Charge. Even within serviced offices, what's included will differ by building – some will include IT, utilities, meeting room use and even business rates as standard – at others these will be treated as optional extras or charged separately. To ensure a comprehensive, like-for-like cost comparison when comparing office space options, be clear about what is included and what is not. All-inclusive packages are often cheaper, as well as more convenient.



Broadband connection

High-speed internet is a non-negotiable in this day and age. Ensure you ask about bandwidth speeds and whether each tenant is allocated their own dedicated capacity or the internet is shared communally throughout the building. If it's shared, you will typically notice a drop in speed during busy periods and be impacted by other heavy users. Also ask whether WiFi is included, and what speed.



Lease or rental options

From serviced offices, to flexible workspace, to standard commercial office space rentals, there are a variety of leasing arrangements to consider. Are you looking for all-inclusive managed space with reception services, or would you prefer a stand-alone empty space that you can kit out yourself and manage yourself? Full-time workspace or part-time hotdesking options? Private offices or co-sharing? Are you prepared to make a long-term, 10 year commitment with fixed yearly increases (which requires a lot of long-term certainty, but offers cost-savings) or would you prefer a flexible space you can exit from at any point (typically pricier!).



Social and Environmental credentials

Where you work is a reflection on your organisation's values. Air conditioning is a popular thing on the office 'wants' checklist, but consider how it reflects your environmental credentials or is going to help your Net Zero and carbon strategy. It's increasingly common for clients to make values-based purchasing decisions, and choosing a commercial rental office space based on its social, environmental and sustainability credentials is a chance to put your money where your mouth is and demonstrate a serious commitment to climate change. Also, if you need data on how your office is environmentally performing, consider how easy it is to get that from your landlord.

Additional benefits

Workspaces are increasingly taking a holistic approach to what they offer – whether it's hosting wellbeing events, exercise classes, or networking opportunities. Perhaps there are business mentorship programmes for start-ups, gardening or walking clubs or regular tenant meet-ups. Find out what additional benefits are on offer before signing your lease.

Your neighbours

Potentially one of the most overlooked points on many businesses' office checklist. Finding your perfect office "neighbourhood", or where feels like home, could mean the difference between staying long-term or facing another costly move sooner than anticipated. On a viewing, take the opportunity to see who else is in the building, and whether there are shared opportunities for networking and collaboration.





Tenant experience

Be a hero and include this on your office checklist. A big impact on your experience when you rent office spaces is how the landlord manages their buildings, in particular, how they handle issues or complaints. Find out how other tenants rate them, ask if they conduct a tenant survey or host regular tenant meetings, and ask them to share the most recent ones with you. Or even chat to someone in the building when you go for a viewing. Your team will thank you later!



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At Ethical Property, we offer the best of both worlds by offering fully managed office spaces, on flexible lease terms, at fair prices. Ethical Property workspace is community with purpose: being surrounded by organisations of likeminded individuals who share a commitment to positive change.

We are socially and environmentally driven which is why we are working towards a 50% reduction in carbon emissions by 2030 and achieving Net Zero by 2040.

Find out more about our available workspaces and see if you can find your perfect office space with us at

www.ethicalproperty.co.uk