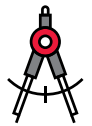


Furniture and Fit-Out Services



Consultation



Design



Fit-out and
Refurbishment



Furnish

<https://youofficedepot.co.uk>

**Office
DEPOT**

Office Depot

As part of the OT Group, we are proud to offer you one of the UK's largest furniture and interiors ranges.

Our extensive product range is paired with our 'white glove' delivery and installation service.

Whether you are looking to expand, relocate, or simply refresh your existing office furniture, our experienced team through the the OT Group are here to help you every step of the way – from product selection through to delivery and installation.

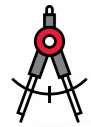
The office environment is changing, and so is the way in which we work, with more companies now switching to hybrid and flexible working patterns. Whilst the need for traditional areas within the office remains, collaborative working is very much a part of our daily practice and we need to provide a setting to enable both of these approaches.

We have further developed our product ranges to provide solutions across a variety of work spaces. Each of the products in this catalogue has been carefully selected from the most reputable manufacturers, guaranteeing high quality designs and finishes, continuity of supply and key considerations for the environment.

Whatever your requirements, we are here to assist you.

Furniture and interior services

Through the extended team within the OT Group, it means that alongside the supply of furniture, we can also help you with interior design and large scale fit-outs. Our experience in these areas allows us to support your end-to-end interiors projects, from initial concept through to design and installation.



Design and planning

As the office landscape continues to evolve, we can maximise the potential of your office, providing multiple layout and product options within your budget. We use the latest CAD techniques to provide our clients with accurate, detailed floor plans and layouts - giving you the opportunity to arrange your office in the most cost efficient way.



Fit-out and refurbishment

With businesses adopting more permanent hybrid working patterns, now is the ideal time to transform workspaces to support new working habits. We provide a complete fit-out service, from project planning and design through to installation and compliance. Once agreed, we will organise everything from the construction of internal walls, partitions and suspended ceilings, cabling, computer networks, through to heating and ventilation.



Furniture design

Our specialist team are familiar with our full product portfolio, however you require something special or out of the ordinary, we can design, build and supply products to complement both your existing or new environment.



Working from home

Working from home is the new normal for many businesses. Our wide range of stylish chairs, desks and storage solutions come in a variety of finishes, and support productivity by providing the ideal home office set up.

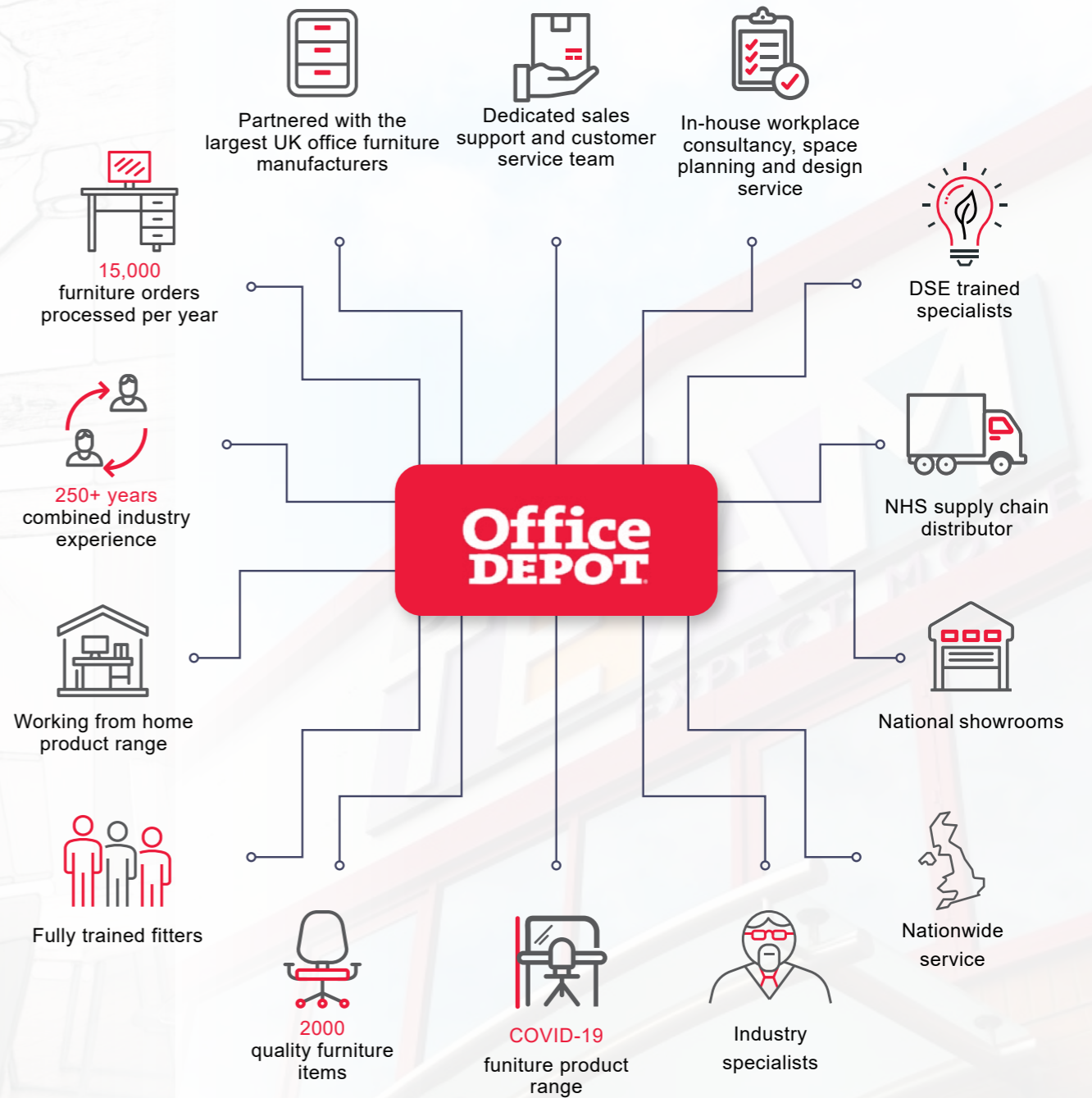


Socially distanced working

To help our clients with the return to the office, we provide a wide range of Covid-19 safety screens - both free standing and desk mounted. We can also help with the reconfiguration of existing furniture to guarantee compliance with current HSE requirements.

About us

As part of the OT Group, Office Depot is now able to offer the complete furniture and fit out solution, utilising the experience and buying power from within the Group. Take a look through the following brochure to find out more about the services available, along with case studies and testimonials from customers the Group have worked with in the past.





We are **experts** at creating innovative fit-out solutions for all types of workplace. Whether it is an old or new building, inside, or outside

Creating workplaces which...

- » Encourage productivity
- » Facilitate new working practices
- » Reflect your brand values

Cummins

End-to-end installation project

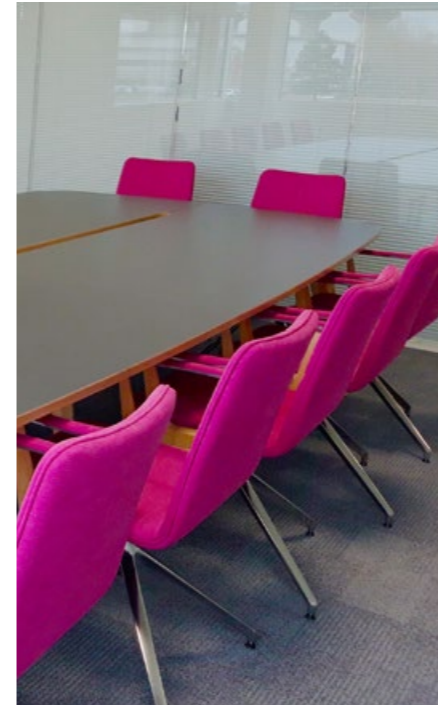
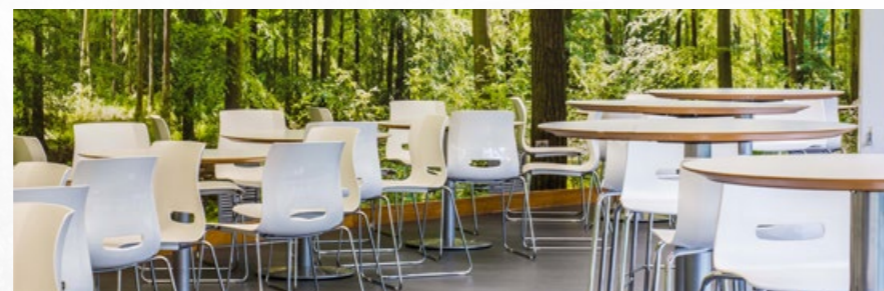
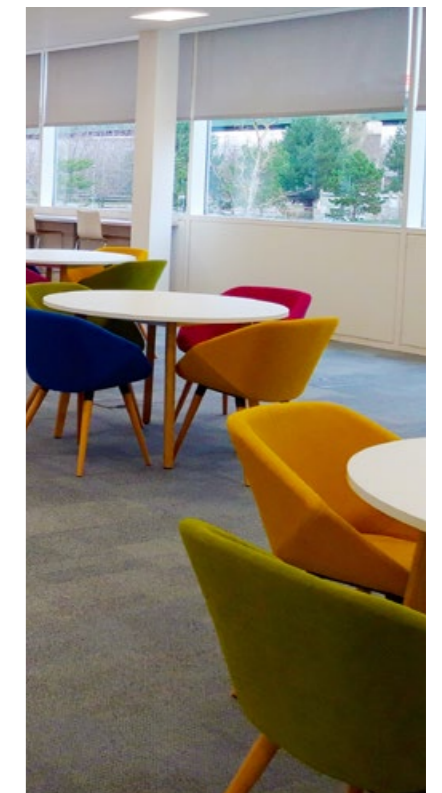
The challenge

Used to working in cellular offices, the organisation was looking for a more open plan approach, including a general seating area, meeting room facilities, collaborative areas throughout the building, as well as a restaurant and an executive floor.

The Solution

The OT Group project managed the fit-out in its entirety and, as the main contractor for the project, we provided an end-to-end solution incorporating a large degree of design and build. We supplied and installed the ceilings, flooring, partitioning, special joinery, lighting solutions and worked with the M&E and HVAC contractors.

We also specified, supplied and installed all furniture to create the desired open plan environment.



Our Services

» Consultation

- Initial briefing and ideas



» Management Services

- Project management
- Site management
- Refurbishments
- Dilapidations
- Move management
- Fit-out



» Design & Planning

2D and 3D CAD
(Computer Aided
Design) drawings



» External Works

- Roof works
- Windows
- Ground works
- External decorations
- Hard and soft landscaping
- Drainage, guttering
- Cladding, curtain walls
- Electrical and lighting works



» On Site

- Heating, ventilation and air conditioning
- Mechanical and electrical systems
- Raised access floors
- Ceilings
- Mezzanines
- Partitioning
- Carpentry
- Onsite bespoke joinery
- Kitchen fitting
- Wash rooms
- Laboratories
- Flooring
- Plastering and dry lining
- Decoration
- Dilapidations contracts
- Furniture installations
- Signage and branding



» Furniture

- Bespoke furniture design
- Own brand and branded furniture options
- Sustainable furniture
- Furniture recycling
- Stylish and compact solutions
- Working from Home product range

Your journey with us

We are here to help you at any stage of your project. From consultation, through to visual planning, bespoke designs and furniture installation, we will work with you to create a workplace which encourages productivity, facilitates new working practices and reflects your brand values.



Consultation

We understand that 'one size does not fit all.' Therefore, our team will work with you to fully understand your project objectives and to recommend the most effective solution for your environment.

Workplace design

Using the latest CAD technologies, detailed 2D floor plans and 3D renders, will give you the opportunity to visualise how you can maximise the potential of your working space.

Fit-out and refurbishment

We are experts at delivering smooth, fit-out and refurbishment projects from start to finish. We make sure your project is seamlessly managed, with all services including furniture installation and move management.

Furnish

Our team will provide inspiring ideas to bring your new workplace to life, including industry leading products that are ideal for your new collaboration zones or agile environments.



Consultation

We understand that one space does not fit all and each client and workplace is different. With over 240 years of combined experience, our Interiors Consultants are committed to understanding your business. From the outset, we will delve deep into your company's values, brand and aspirations, whilst using a considered approach to understand your business's unique

requirements, priorities and budget to recommend the most effective solution for your environment.

So, whether your objective is to increase occupancy levels, rationalise space usage, or simply create an environment which reflects the needs of your agile working patterns, we can help.

Creating a workspace which meets your unique requirements can lead to the following benefits for your business:

» Recruitment

Providing employees with comfortable and attractive surroundings demonstrates how much you value your staff and helps make a good impression for future job applicants.

» Engagement and motivation

Research shows staff are much more engaged in their work when they have increased control over where and how they work, including access to privacy or collaborative areas.

» Staff retention

48% of people state that workplace design has a notable impact on whether they stay with an employer. By creating a workspace which meets your staff's specific requirements, you can help to drive loyalty within your workforce.

Concept

- Physical environment
- Temperature
- Lighting
- Noise
- Privacy
- Mood
- Storage and filling audit
- Space evaluation

Consideration

- Collaborations
- Generations
- Posture
- Demographics
- Well being
- Current and future working patterns and trends

Influences

- Technology
- Financial restrictions
- Brand values
- Mobility
- Social media
- The cloud
- Connectivity

Product/ concept layout

The outcome of this consultation will result in a floor plan which ties in with your specific objectives, from creating dedicated areas for collaboration, break-out areas to inspire and encourage lateral thinking, to quiet zones where staff can concentrate and be productive.

Consultation/ client's brief





Workplace design

Creating the perfect working solution for your workplace

Once the expectations and goals of your fit-out have been clearly defined, our design team will start working up initial sketches and ideas to maximise the potential of your workspace. Starting with multiple layout and product options within your budget, our team will work with you to reach a tailored solution which matches your exact requirements, providing the best value for your needs.

Once you are happy with the concept of your workspace, we will use the latest CAD technologies to provide accurate, detailed 2D floor plans and 3D renders – giving you the opportunity to visualise how you can maximise the potential of your working space.

Our in-house CAD capabilities mean you'll see a virtual picture of your proposed layout, including everything from electrical points to windows and doors, bringing your project to life.



» Ergonomic design

based on ISO 11064

» 3D

layout planning service

» Concept

drawings and animations

South Eastern Railways

Bespoke Desk Build

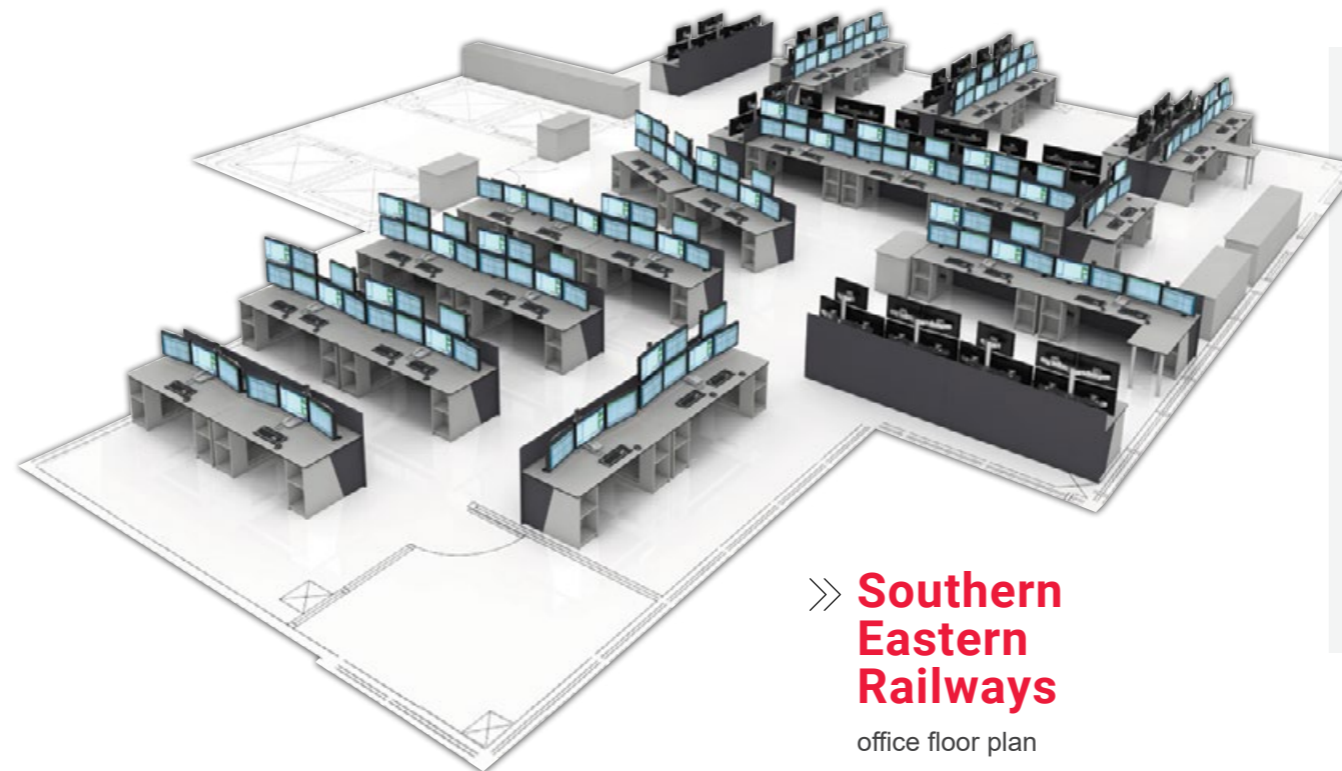
The project for South Eastern Railways involved building bespoke desks for their control room, which handles vast amounts of data every day. The desks had to support as many as eight monitors, allowing operators to manage trains and buses across the entire South Eastern Network.

The project was highly specialised, with each and every desk requiring a custom design.

Four manufacturers were included in the tender. The OT Group partnered with Lund Halsey and together, they were selected on the strength of our price offering.

The OT Group asked Lund Halsey to design a prototype with different requirements to the specification that better served South Eastern's requirements. They were delighted with the prototype and ordered 40.

The desks were successfully installed over a weekend, ready to use just in time for the start of the railway's autumn season.



» Southern Eastern Railways

office floor plan

Expertise in designing workspaces for all industry sectors

Our specialist team are familiar with the full range of furniture within our portfolio. However, if you require something special or out of the ordinary, we can design, build and supply products to your requirement to complement both your existing or new environment.



Fit-out, refurbishment, dilapidations and move management

Whether you are refurbishing a current workspace, planning layouts for a complete relocation, or carrying out dilapidation works, we are experts at managing the project from start to finish.



» Dilapidations

If the end of your commercial lease is approaching and you are vacating the property, you may be expected to leave it in the same condition as you moved in. This could mean rectifying alterations to paintwork, partition walls, ceilings and flooring areas. We can take care of this for you, ensuring minimal disruption to your business.



» Move management

A dedicated manager can oversee your move, providing everything from a detailed plan, through to a team to do the heavy lifting and everything else in between.



» Dedicated Project Management Team

Providing you with a detailed schedule of works, our project management team will liaise with building control, complete necessary planning applications and offer complete control of the site logistics.

By providing all interiors trades and external works through one source, it saves you time by only needing to deal with one contact and gives you the reassurance that we will deliver on time and within budget. Or, if you would prefer, we are happy to work alongside your professional team of project managers.



Furnish

Furniture plays a key role in any work environment. It can help provide your workforce with a motivating and engaging environment, whilst reflecting your brand image.

Our team will provide inspiring ideas to bring your new workplace to life, including industry leading products ideal for your new collaboration zones or agile environments.

>> Established relationships

Our extensive furniture range is possible through our established relationships with the most reputable manufacturers. Despite these partnerships we remain independent – so you always receive objective advice and competitive pricing.

>> Sustainable furniture and recycling

One of the benefits of working with a number of reputable manufacturers is that we can always cater to each of our customer's specific requirements. If like us, sustainability is top of your agenda, we are pleased to offer products from Sedex approved suppliers.

In addition to providing sustainable furniture, we are pleased to offer a furniture recycling service to customers completing a fit-out or refurbishment with us.



Succession Wealth

Interiors Project

Succession Wealth had a base in Birmingham, but wanted to relocate to the Colmore district of the city centre which had become a hub for business, professional and financial services activity.

The new offices were to be their regional head office and had two distinct areas. One was to be client facing, where their CEO would be based and required a high end solution with a reception area including drink facilities and client facing meeting rooms. The other was to be a more practical admin/clerical area that would also facilitate hot desking.

One of the major challenges with the new site was that it was based in the heart of a busy city centre and the office was located on the seventh floor of an eleven floor building, which could only be accessed using the rear fire exit staircase!

The Outcome

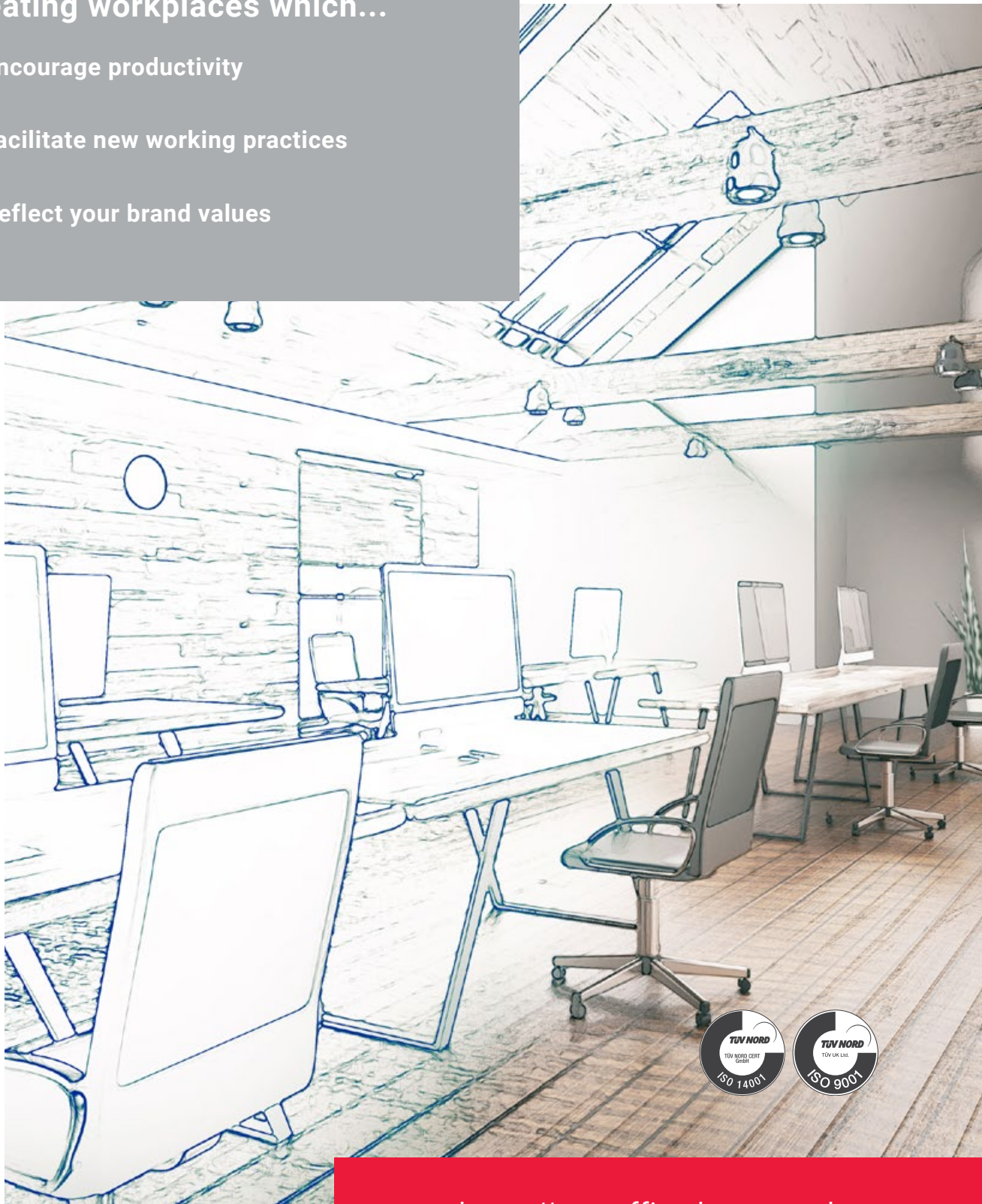
The OT Group delivered on time and to budget, whilst simultaneously working on two distinct areas, which both met the client's objectives and showcased their brand.

Our designs and fit-out were enthusiastically received by all staff, who now have a fantastic new working environment that reflects the emergence of Birmingham as a leading destination for financial and professional services.



Creating workplaces which...

- » Encourage productivity
- » Facilitate new working practices
- » Reflect your brand values



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