

# YOUR WORKPLACE REDEFINED

WE LINK PEOPLE WITH  
SPACE, TECHNOLOGY AND  
FURNITURE TO ENHANCE THE  
WAY ORGANISATIONS WORK

WE ARE PROUD OF OUR BUSINESS' ACHIEVEMENTS





# WHO WE ARE & WHAT WE DO

WE ARE THE LEADING ONE-STOP SOLUTION PROVIDER FOR YOUR OFFICE WORKSPACE REQUIREMENTS, DESIGNING AND IMPLEMENTING EFFECTIVE, EFFICIENT AND INSPIRATIONAL PLACES TO WORK.

Operating across the UK and Ireland with key locations in London, Bristol, Leeds, Dublin and Glasgow, we can provide the resources and responsiveness required to deliver a high level of service to all customers regionally and nationally.

## A NEW FOCUS UNDERPINNED WITH AMBITION AND DRIVE

With over 20 years experience, we believe in providing our client with inspiring and functional work environments that promote business success.

We know that every company we work with is unique and requires different solutions. We pride ourselves on taking a personal approach and working in partnership with our clients.

Over the years we have encountered and embraced the many changes to our working environment and, by continually looking forward, aim to be at the forefront of new products and business know-how.

Raphael Fainac

**Managing Director**



We are where our clients need us, ensuring rapid response times and consistency of approach across all our disciplines, with our national support network.

Apleona Workspace are the project arm of Apleona Group, the leading European FM services provider.



**€2bn Group Turnover**



**24,000 Group Employees**



**160+ UK Workspace Staff**



**100+ Fleet Vehicles**



**100,000sqft of UK Warehousing**



INSTAGRAM



LINKEDIN



TWITTER





# OUR SERVICES

WHETHER WHOLE OR PART WE HAVE A SOLUTION TO ADDRESS YOUR WORKPLACE REQUIREMENTS.



A MULTI DISCIPLINARY SPECIALIST, PROVIDING AN END-TO-END SOLUTION FOR OUR CLIENT.

- WORKPLACE STRATEGY**  
Helping guide your business through the complexities of workplace dynamics, and strategising for the future.
- DESIGN & PLANNING**  
Providing the necessary creativity and technical expertise taking you from concept through to completion.
- FIT-OUT & REFURBISHMENT**  
Building and delivering quality interiors tailored to your specification.
- FURNITURE SERVICES**  
Managing all of your workplace furniture requirements across your real-estate portfolio.
- MOVE MANAGEMENT**  
Ensuring your relocations are done with the minimum fuss for you and your employees, by capturing all of the details and managing the process from the beginning right to the end.
- OPERATIONAL SERVICES**  
Delivery, distribution, furniture installations, product relocations, and furniture repair and maintenance services across the UK.





# WORKPLACE STRATEGY & PERFORMANCE

## UNDERSTANDING HOW YOUR BUSINESS WORKS BEST

**CLIENT:** Personal Group

**SECTOR:** Insurance

**LOCATION:** London

**PROJECT:** Re-design and refurbishment of 21,000 sq ft of offices

**SERVICES:** Workplace consultancy, interior design, furniture consultancy & supply, interior construction, move management, furniture installation & reconfiguration

**SCOPE OF WORKS** An extensive consultation programme to support change management initiatives and a new approach to workplace strategy, resulting in the complete strip out and refurbishment of 3 floors of the head office building whilst fully occupied

**DURATION:** 20 Weeks in multiple phases within fully occupied office



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# WORKPLACE STRATEGY & PERFORMANCE



At Apleona Workspace ASC (Analytics, Strategy & Consulting), we take a strategic, data driven approach to change in the workplace, guiding businesses through the complexities of the post Covid workplace and offering a blue print for the future.

Focused around the areas of re-imagining the way work gets done, and ensuring wellbeing is part of core business strategies.

**APLEONA**  
Workspace ASC

## THE WORKPLACE STRATEGY JOURNEY



- TAKE THE PULSE**  
We capture and understand your organisation's values, its people's attitudes, and how they work. As well as their interactions and demographic trends.
- DEVELOP THE BIG PICTURE**  
We engage closely with your leadership to gain a 360 degree view of the organisation's business needs, direction, and future vision.
- BUILD THE CASE**  
We will analyse all the data collected and challenge the status quo to deliver a unique and future proofed workplace strategy and model that meets the organisations needs now and in the future.
- PLAN THE JOURNEY**  
The workplace strategy is the blueprint for our designers whom translate the workplace modelling into a cutting edge, immersive work environment that has the perfect balance of creativity, imagination, and functionality.
- CONNECT THE DOTS**  
We pride ourselves in bringing creativity and innovation to every project we are involved with, and have a full understanding that connecting with people at all levels is the key to a successful change initiative.





## DESIGN PLANNING & VISUALISATION

CREATING THE RIGHT  
ENVIRONMENT FOR  
YOUR BUSINESS TO  
FLOURISH

**CLIENT:** WSP

**SECTOR:** Design Engineering

**LOCATION:** Guildford

**PROJECT:** Refurbish 26,000 sq ft of workspace

**SERVICES:** Design support, Fit Out and Furniture services

**SCOPE OF WORKS** With an increase in headcount and requirement for their workplace to meet a global standard, we provided a turnkey solution for the client to fit out, refurbish and create a new agile working environment.

**DURATION:** 12 Weeks



# 02 DESIGN PLANNING & VISUALISATION



Our design services are tailored and scalable around your requirements, whether you are in need of a full interior refurbishment, need to address the flow of an existing office, or need help identifying the next property to move into.

We create insightful and purposeful environments that are centred around your people, the work they do, technology, and the space to make it happen. We fully appreciate the link between effective workers' productivity and engagement, and business results.

## INNOVATE, CREATE & SUPPORT



### UNDERSTAND & EVALUATE

We believe the key to success is great communication and understanding of the client brief.

We carry out building evaluation, feasibility studies, measured surveys, photographic mapping of buildings, and client workshops, to understand the opportunities for our clients.

### CONCEPTUALISE & CREATE

We use data-driven strategies to provide the best space planning and churn services; and create 3D models and walkthroughs to visualise environments and furniture.

### DEVELOP & REFINE

Full interior scheme creation including finishes, fixtures, fittings and equipment. We can develop worksettings tailored around your workers and the work they do, and specify the right furniture and tools to make them happen. To assist with your budget we can provide cost modelling to show where budget spend actually goes.

### DETAIL & IMPLEMENT

In delivery of your project we create production drawings, architectural and joinery detailing, FF&E selection and specification, and offer dedicated project support until the successful close out of your project.



# FIT OUT & REFURBISHMENT

FULLY INTEGRATED SPACES TAILORED TO YOUR BUSINESS NEEDS

**CLIENT:** Minster Law

**SECTOR:** Legal

**LOCATION:** Leeds

**PROJECT:** Refurbishment of 35,000 sqft office to accommodate increase in head count

**SERVICES:** Furniture supply & installation, Interior Fit-out, Move management, Operational services

**SCOPE OF WORKS:** Working closely with the client-appointed interior architect to provide a complete refurbishment solution of the HQ building as part of a consolidation programme and the introduction of an agile working strategy to accommodate 500 employees.

**DURATION:** 2 phases over 6 months



# 03 FIT OUT & REFURBISHMENT



Our experienced project and construction managers get to know your project in depth, and work collaboratively with you from start to completion. It is the attention to detail, understanding of works, and excellent communication from our fit out teams that ultimately deliver an exemplary client experience and successful project.

Underpinned by our internationally renowned construction and property group, we deliver to the highest standards in sustainability, and health and safety; whether working on an individual niche project, within occupied office spaces, or complex and phased delivery programmes.

## BUILDING & DELIVERING YOUR SPACES



### SPECIALIST MANAGEMENT CONTRACTOR

With a robust and tightly controlled supply chain, we deliver design & build, and traditional contracts directly for end users and for landlords. We work across a number of sectors and industries on complex large scale projects as well as reactive small works.

### TRIED & TESTED METHODOLOGY

By integrating our thorough project management methodology with creative and robust design solutions, each scheme is managed by a dedicated project team to ensure the seamless delivery of your ideas from concept to completion and beyond.

### CREATING A POSITIVE EXPERIENCE

Our aim is to deliver a positive experience for all of our clients on every site. Achieving high levels of customer service is of paramount importance to us. Our people and our suppliers perform and align with our corporate values notably around respect, honesty, quality of service and our zero tolerance approach to site safety.

### KEY FACTORS FOR SUCCESS

When it comes to delivering exemplary customer experience for our clients; cost, time and quality are just the starting point. Achieving these objectives should always be a given. Our 'Right First Time' programme aims to deliver a successful outcome to all interior fit out challenges. We deliver what we promise and pride ourselves on clarity of process and the maintenance of open channels of communication at all stages of a project implementation.



# WORKPLACE FURNITURE & ACCESSORIES

## WORKSETTINGS TO ENABLE CHOICE AND CONTROL OVER HOW YOU WORK

**CLIENT:** SIG

**SECTOR:** Building Products

**LOCATION:** Sheffield

**PROJECT:** Refurbishment of new SIG offices

**SERVICES:** Furniture supply & installation

**SCOPE OF WORKS:** Developed the scheme with client's appointed designer and provided a robust furniture solution and specialist knowledge to make this complex and constantly evolving design deliverable and affordable

**DURATION:** 12 Weeks





# WORKPLACE FURNITURE & ACCESSORIES



From furniture to lighting, ergonomic accessories to integrated collaborative technology solutions, we specify, supply, deliver and install the right products to suit your project requirements.

Our breadth of knowledge and experience of workplace furniture and procurement models in all business sectors, combined with our understanding of current workplace trends and insights, and vast supplier network, enable us to offer the highest quality service whatever your industry.

## THE RIGHT PRODUCTS, IN THE RIGHT PLACE



### ASSESSMENT & AUDIT

As a workplace furniture partner we can manage your furniture needs across your real estate portfolio; taking stock of, assessing, and managing your assets' lifecycle.

### TAILORED TO YOUR NEEDS

From legacy audits to furniture servicing, maintenance, and repair; and bespoke furniture design to workplace furniture specification and supply, we offer a service solutions whatever your requirement.

### UNRIVALLED PRODUCT OPTIONS

Untied from a single manufacturer and with significant purchasing power from our high quality and vetted suppliers, we can offer multiple product option routes on any project.

### FULLY SUPPORTED

Throughout your workplace furniture journey our UK wide sales support team and dedicated customer service helpdesk are here for you. We can even provide training for you on post-installation product use.

### ETHICAL & SUSTAINABLE

We always consider the re-use and/or re-manufacture of our clients' existing asset stock; and are committed to ethical and sustainable product proposals.





# MOVE MANAGEMENT

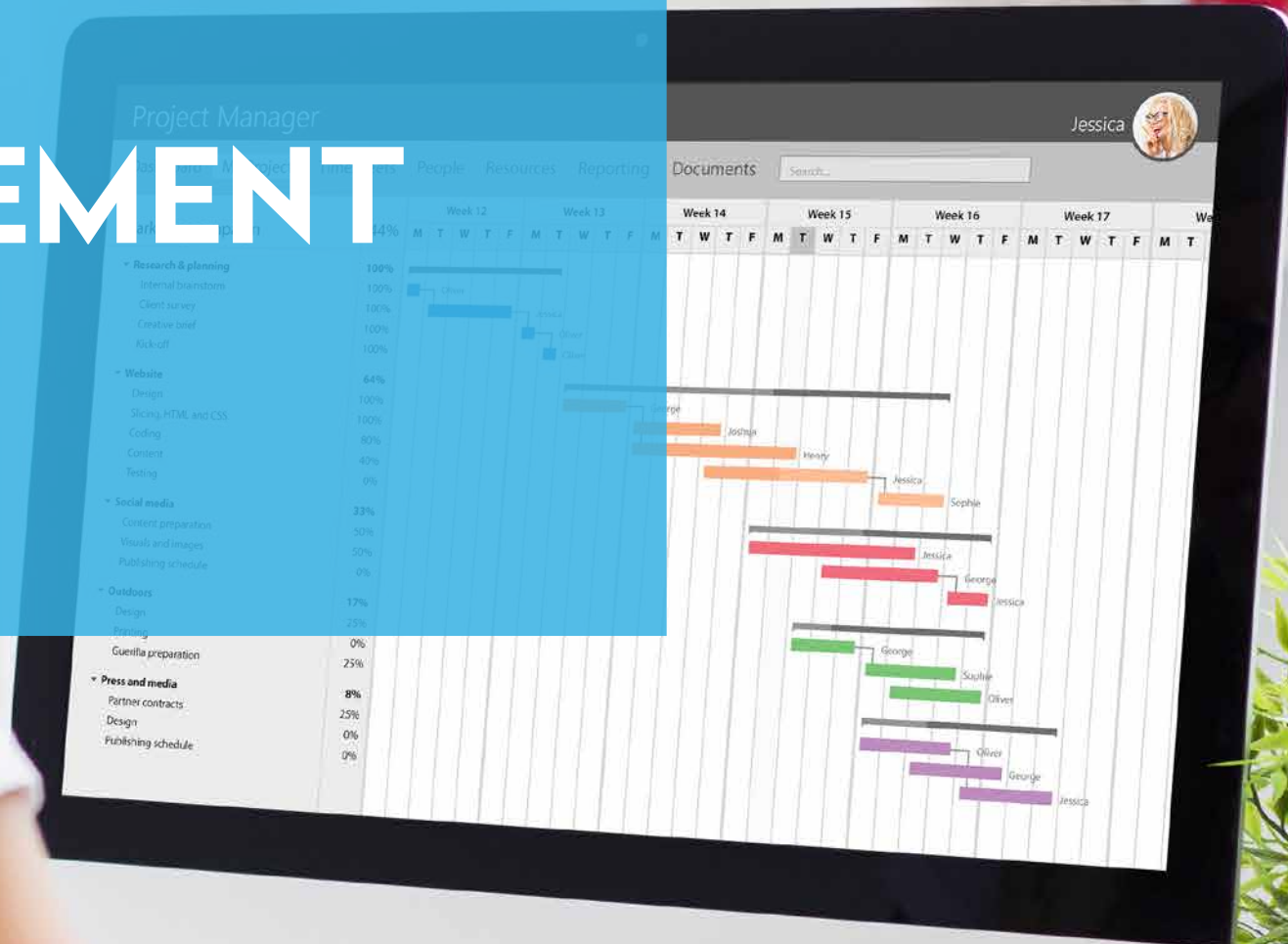
**STREAMLINED SOLUTIONS  
SCALABLE TO MEET  
THE MOST COMPLEX  
REQUIREMENTS**

**OUR PROJECT MANAGERS USE THE  
LATEST TECHNOLOGY AND TOOLS  
TO KEEP YOUR RELOCATION  
PROJECT ON TRACK AND ON TIME.**



# MOVE MANAGEMENT

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We have created a comprehensive Move Methodology that is applied to all of our projects to ensure no aspect of a move is overlooked and your move is managed every step of the way to minimise risk during relocation.

Our team provide a fully integrated service focusing on the needs of the business and its people. We have a proactive approach that operates from a strategic level through the implementation, tailored to your brief, ensuring each move is delivered on time and within budget.

## RELOCATIONS & MOVES SPECIALIST



### WELL PLANNED & PREPARED

Prior planning prevents poor performance, so ensuring your relocation or moves are a success we assist you with forming a successful strategy, including occupancy and space utilisation analysis, and detailed programming and co-ordination.

### FULLY SUPPORTED

Within our moves methodology are a comprehensive set of tools and services designed to coordinate and fully support every aspect of a relocation. From the initial client engagement to the removal or relocation of furniture products including repurposing office furniture, construction related moves and ethical disposal of unwanted products.

### SCALABLE SOLUTION

Either dovetailed with new furniture installations, integrated with the reconfiguration of your existing space, or as a stand-alone offering, our move management service provides a streamlined solution that is scalable to meet the most complex of requirements, yet recognises that the needs of each of our clients is unique.

### DAY-2 AFTERCARE

Following your move we are still there to support you. With our Post Occupancy Review you can measure the success of the relocation and see where improvements can be made.

### OPERATIONAL DELIVERY

By self-delivering over 40,000 moves and relocations per year our Project Managers and Operational Teams support our regional, national and international clients to deliver strategic change projects throughout the UK.





# OPERATIONAL SERVICES

REGIONAL LOCATIONS  
AND NATIONWIDE  
DISTRIBUTION  
NETWORK



OUR NATIONWIDE OPERATIONS  
TEAMS INSTALL, MOVE, RELOCATE  
AND RECYCLE FURNITURE  
PRODUCTS THROUGHOUT THE UK



# OPERATIONAL SERVICES



We are one of the largest distributors and furniture installers in the UK, and our nationwide warehouse facilities are supported by a team of more than 30 mobile technicians and operatives. The synergy between our project teams and our churn and portage capabilities translates into high levels of efficiency and tangible cost benefits to our clients.

Key to our operational services is our environmental responsibility. We reuse, refurbish and recycle products and components wherever possible, and commit to a ZERO TO LANDFILL policy.

## OPERATIONS & LOGISTICS



### WHERE YOU NEEDS US

National coverage of self-delivered services with our own fleet of fully equipped vehicles and our own regional warehouses means we can be where you are responding to your needs.

### IN-HOUSE EXPERTISE

Our in-house mobile technicians, supervisors, installers and porters are vastly experienced with all varieties of workplace furniture. Our teams hold SSSTS and CSCS card accreditation. We even have an in-house re-upholstery team recovering and repairing seating products ready for a new life.

### TAILORED OPERATIONAL SOLUTIONS

Whatever your requirement, the operations team will flex and offer you a solution that is custom to you; whether full or part office removals, IT moves with GPS tracked crates and transport, managed storage and distribution. You can rest assured the whole experience is supported by our centralised scheduling and helpdesk keeping everything on track.

### SUSTAINABLE WASTE MANAGEMENT

Reuse, recycle, donate to charity – this is our approach to ensuring a sustainable and ethical approach is taken on every project. Through our Waste Portal all redundant or end of life product is handled in the most ethically appropriate way.





**ENVIRONMENTALLY  
MINDED**



# 07 COMMITTING TO A SUSTAINABLE FUTURE



Apleona Workspace have a vision for the future that puts environmental sustainability at the forefront.

We have a commitment to a zero landfill policy, and a 100% reuse, recycle or charity approach to waste management.

These are our 3 pillars of environmental responsibility.

## A MORE SUSTAINABLE FUTURE THROUGH INVESTMENT IN BEST PRACTICE AND TECHNOLOGY

### INVESTMENT IN PEOPLE

Continuous training and development of our talent here at Apleona Workspace is key to understanding of our environmental responsibilities at all levels, whilst ensuring we deliver the best of services.

An in-house expert on environmental sustainability paves the way for the future of our services and ability to commit to our ZERO TO LANDFILL mentality.

### THOUGHTFUL SMART TECHNOLOGY

Our new mobile app, web-based integrated tools, and portal, lead the way in connecting businesses with their real estate, their furniture, and their environmental footprint.

- 350 TONNES OF WOOD RECYCLED
- 100 TONNES OF METAL RECYCLED
- 300 TONNES OF PLASTICS & CARD RECYCLED
- 20 TONNES OF REFUSE DERIVED FUEL CREATED
- 1000<sup>s</sup> ITEMS UPCYCLED & DISTRIBUTED TO CHARITIES

ZERO TO LANDFILL



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Workspace

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