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ATTENTION!

OFFICE TRANSFORMATION SPECIALIST PRODUCES FREE CHECKLIST FOR OFFICE INTERIOR REFURBISHMENT

Office design and refurbishment company Morgan Lovell has produced a free online checklist, designed to help make office refurbishment projects run smoothly.

'The Office Refurbishment Checklist – Your Step By Step Guide To Ensuring Your Refurbishment Goes Without A Hitch' is packed with informative ideas to help manage the refurbishment of workplaces in occupation.

Aimed at the people tasked with refurbishing office space for their company, the guide features all aspects of the refurbishment process – from getting people motivated for the change, through to finding furniture that fits.

Produced with extensive input from Morgan Lovell's office refurbishment

experts, the guide is available as a free download at www.morganlovell.co.uk/useful-info/checklists.

David Henderson, managing director of Morgan Lovell, said: "Office refurbishment projects can be highly complex, taking into account many specialties, so it is vital to get it right first time.

"This checklist shows that, by taking it step by step and breaking down the project into easily manageable stages, the process can run smoothly and be an enjoyable experience."

The office checklist is part of a series of guides from Morgan Lovell that take a complex issue – such as choosing a trusted office design and build contractor, or creating a sustainable office – and explaining



what's involved, one step at a time. www.morganlovell.co.uk

DX ELECTRICA HAVE RE-LAUNCHED THE DE CLUB

Air conditioning and electrical contractors, DX Electrica, have re-launched the DE Club as part of their summer campaign.

The club, which is just £50 for a

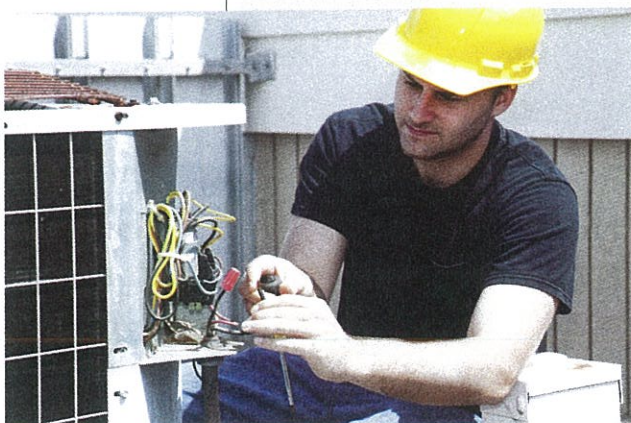
lifetime membership enables members to receive several benefits including: 15% off labour and useful legislation fact sheets.

Lizzie Phillips who is in charge of the campaign explains more: "The DE Club is designed for small to medium sized businesses, that require a good quality, reputable contractor but don't necessarily have the personnel in house to carry out the work. We want to make businesses more aware of the issues relating to electrical and air

conditionings via the club, as there are many energy saving benefits as well as legal ones."

DX Electrica have welcomed CIBSE's launch of the "Non Compliance Costs" campaign, as it highlights the importance of air conditioning maintenance and inspections.

Visit www.dxelectrica.net for more information or email info@dxelectrica.net mentioning Sustainable FM before the 30th June to receive free membership.



de|club