



A guide to

Common fit-out terminology

Here you'll find a guide to some of the terms often used for fit out and construction projects.

Shell and Core

A Shell and Core fit-out takes place before a CAT A and CAT B fit-out. It involves installing or updating the infrastructure of the building in question, specifically areas relating to the concrete and metal frame, such as stairwells, lift shafts and lobbies.

CAT A

A CAT A fit out is the basic finishing of an interior space to a functional, empty space. Usually commissioned by landlords, a CAT A space can be sold as a blank canvas that is ready to receive a tenants own design and specification.

CAT A+

A CAT A+ fit out creates a functional office space that a client can move into and start using straight away with minimal adjustments. Basic amenities and furniture are included, such as desks, chairs and white goods, but company branding, IT equipment and finishing touches are left to the tenant.

CAT B

A CAT B fit out creates a fully functional and bespoke office space that is tailored to a clients exact needs and specification. Everything from the layout, partitions, finishes, feature ceilings and lighting, furniture, HVAC adjustments, branding and artwork are created in line with a clients brief to create a space that helps them to achieve their individual business goals.



AV

The term audio-visual (AV, or A/V) can refer to the equipment used to present sound and visual works.

BREEAM

This acronym stands for: Building Research Establishment Environmental Assessment Method. This rating system has become the world's primary sustainability assessment.

CAT 5 & CAT 6 Cabling

Cat 5 data cabling is the current industry standard for network and telephone wiring. Cat 6 is used to connect computers, routers and switches.

DB RATING

Acoustic test results are expressed as decibels (dB) of sound reduction. The higher the dB rating the more sound reduction the item will perform.

DDA COMPLIANT

Disability Discrimination Act Compliant (now the Equality Act). Buildings and their facilities must be designed to be compliant with the Equality Act to ensure they are accessible for all users and do not discriminate against anyone with a disability.

FF&E

Furniture Fixtures and Equipment (FFE) includes Furnishings, Artwork, Window Treatment, Furniture, Mats, Rugs, Accessories, White goods, Plants and Planters.

HVAC

Heating, Ventilation and Air Conditioning (HVAC)

M&E(P)

Mechanical, Electrical and Plumbing

RAMS

Risk assessment and method statement

SKA rating

A method of environmental assessment for fit out projects in the UK, introduced by The RICS (Royal Institution of Chartered Surveyors).

WELL Building Standard

This is a system of certification that promotes particular design and construction practices that have been proven to support human health.

Demise

The property itself being let by the landlord to the tenant.

Dilapidations

Commonly referred to as delapse, these represent the works that are required to be done by, and at the cost of, an outgoing tenant at the determination of a lease in order to return the property back to its former state.

Facilities management

Facilities managers are usually responsible for services and processes that support the core business of an organisation. Likely areas of responsibility including buildings, space management, health and safety, security and procurement and contract management.

Floor plate

Floorplate is a term commonly used in real estate to describe the entire floor of an office building. It's often used in conjunction with square footage.

Joint Contracts Tribunal (JCT)

The Joint Contracts Tribunal (JCT) produces standard contracts, guidance notes and other documentation for construction professionals.

The JCT Design and Build Contract is designed for construction projects where the contractor carries out the design and the construction work. Design and build projects can vary in scale, but the Design and Build Contract is usually appropriate where detailed provisions are required.

LADs

Liquidated and Ascertained Damages are a predetermined measure of damage agreed between parties to a construction contract to cover the estimated losses that a client would incur due to delayed completion of the project.

Licence to Alter

If you want to make changes to your office as part of a refurbishment you will need to get consent from your landlord. You will need to apply for a Licence to Alter and provide them with plans and drawings of the proposed works.

Public/Communal areas

Often refer to parts of an office that are available to everyone including lifts, stairs and corridors.

Design and Build

A Design and Build contract is based on an arrangement in which you partner with one firm to design, manage and deliver the project, rather than the traditional method of awarding separate contracts for design and construction. Some benefits of a D&B contract to a client include a faster, streamlined process, the assurance of a fixed cost and dealing with one point of contact rather than managing several relationships.

Mobilisation period

This is the period between signing a contract and the building starting on site.

Operation & Maintenance (O&M) manuals

After an office fit out or refurbishment is completed, you are legally required in the UK to produce an O&M manual. This forms part of a Health & Safety document for the building.

The manual is a comprehensive guide to the property with details on everything from the correct way to clean your furniture to the right way to maintain your air conditioning.

Risk assessment

A review of hazards and analysing the risks involved with a furniture installation or fit out, reducing their impact wherever possible and creating a plan for managing any remaining risks.

Snagging

The process of documenting minor defects with new furniture following an installation.

Test fit

A quick space plan that tests a building's floor plate against plans for the space. A preliminary budget can also be applied to two or more test fits to enable a prospective tenant to compare the cost of the occupation of several locations.

The Royal Institute of British Architects (RIBA) STAGES

Refers to the 7 stages and processes by which all architects and most design companies follow (in some form). Also referred to as Design phases.

Turnkey

A turnkey fit out provides the tenant with spaces that are fitted out by the developer or landlord so that they are ready for use.

Work settings

The various areas and furniture arrangements available within a workplace that facilitate and support a specific task. Typical work settings can include collaboration areas, quiet work zones, enclosed meeting spaces and work lounges.

Let's talk

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