

MAYFAIR INTERIORS GUIDE

The London Office Refurbishment Guide & Checklist

Everything you need to plan, budget and deliver an office refurbishment in London — from the first instinct to move-in day. Written for landlords, tenants, operators and facilities managers.

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Mayfair
INTERIORS

12 months

RECOMMENDED LEAD TIME — 10,000 SQ FT

£50-£130/sq ft

LONDON CAT B RANGE BY SPEC LEVEL

6-22 weeks

TYPICAL ON-SITE PROGRAMME

[mayfairinteriors.co](https://www.mayfairinteriors.co)

Lay the groundwork before anything else moves

The decisions made at this stage determine how smoothly everything follows. In London, lead times on consents, contractor availability and M&E design can absorb three to four months before anyone sets foot on site. Starting late costs money.

ACTION	LONDON-SPECIFIC NOTES
<input type="checkbox"/> Appoint a project lead with decision-making authority One person accountable for programme, budget and stakeholder sign-off.	<i>Typically Head of Real Estate or Facilities Director — not a committee.</i>
<input type="checkbox"/> Assemble your internal team Finance, IT, HR, Facilities, Operations and Marketing all have a stake.	<i>Finance approves budget. IT owns infrastructure. HR manages staff comms.</i>
<input type="checkbox"/> Define your business case for refurbishment Growing headcount? Return to office mandate? Rebranding? The driver shapes the brief.	<i>Post-2020 London market: the 'experience' of the office matters as much as its function.</i>
<input type="checkbox"/> Understand what your lease actually allows Your lease sets out alteration rights, reinstatement obligations, and whether you need a Licence to Alter.	<i>Most Central London leases require landlord consent even for internal works.</i>
<input type="checkbox"/> Create a shortlist of fit-out contractors Look for: live-building experience, London track record, financial stability, full M&E capability.	<i>Ask whether they've worked in occupied buildings. In London, this is often unavoidable.</i>
<input type="checkbox"/> Consider a workplace consultancy engagement Understand how your space is actually being used before fixing a brief.	<i>Space utilisation studies regularly reveal 30–40% of desks unused at peak.</i>
<input type="checkbox"/> Forecast your space requirement for the next 5 years Headcount growth, hybrid working ratios, and planned structural business changes.	<i>Over-specifying in London is expensive. Under-specifying means another refurbishment in three years.</i>

MAYFAIR INTERIORS — LONDON

We offer no-obligation site surveys across Central London and the South East. We'll assess your building, understand your brief, and give you an honest view of programme and cost before you commit to anything. We work in live buildings — phased delivery, out-of-hours scheduling, and dust and noise containment are real expertise, not promises made at tender.

Budget, programme and landlord alignment

In London, the Licence to Alter process alone can take two months. Any project that skips early landlord alignment is borrowing trouble. Build your budget with your contractor now — not from a generic per-sq-ft estimate.

ACTION	LONDON-SPECIFIC NOTES
<input type="checkbox"/> Build your budget with your fit-out contractor A realistic budget is only possible once a contractor understands the building, brief and programme.	<i>London logistics add cost: goods lifts, restricted delivery hours, City quiet hours all affect price.</i>
<input type="checkbox"/> Explore landlord contributions and rent-free periods Most landlords will contribute toward Cat B costs in return for a long lease.	<i>London 2025: £25–£50/sq ft landlord contributions are common on 5–10 year leases.</i>
<input type="checkbox"/> Begin Licence to Alter process with your landlord Even minor internal works in most Central London buildings require formal landlord consent.	<i>Average LTA timeline: 6–10 weeks. Buildings managed by CBRE, JLL, Savills have structured processes.</i>
<input type="checkbox"/> Establish whether listed building consent is needed Many Central London buildings are listed or in conservation areas.	<i>Check Westminster, City of London, Camden and Southwark — high concentration of listed stock.</i>
<input type="checkbox"/> Decide: refurbish in occupation or vacate? Phased in-occupation works are more complex but in London, moving out is often impractical.	<i>We've delivered phased refurbishments in occupied Central London buildings.</i>
<input type="checkbox"/> Set programme milestones and key deadlines Work backwards from your move-in date. Identify non-negotiable deadlines.	<i>Don't commit a move-in date to the board before your contractor confirms it's achievable.</i>

LONDON FIT-OUT COST GUIDE — 2025/26

SPECIFICATION	COST PER SQ FT	TYPICAL OCCUPIER
Cat A — Standard	£35-£55	Landlord / developer bringing shell to lettable standard
Cat A — High Spec / Older Stock	£55-£75	Pre-2000 Central London buildings with legacy M&E
Cat B — Entry Level	£45-£65	Open plan, basic kitchenette, standard partitions
Cat B — Mid-Range	£65-£95	Designed layout, feature reception, quality finishes
Cat B — Premium	£95-£130+	Bespoke joinery, high-spec AV, acoustic design, feature lighting
Cat A+ (Plug & Play)	£55-£80	Landlord-funded move-in ready product with furniture & AV

Excludes professional fees (typically 12–18% of construction cost) and furniture procured separately.

Design, furniture and technical requirements


The design phase — where decisions about how the space will look, feel and function are made. Engaging your fit-out contractor during this phase rather than after design is finalised is one of the most valuable things you can do.

ACTION	LONDON-SPECIFIC NOTES
<input type="checkbox"/> Develop the design brief and mood boards What does the space need to achieve? How should it feel? What impression on clients?	<i>West End and City clients set a high visual bar — align design ambition accordingly.</i>
<input type="checkbox"/> Engage your contractor during design — not after Buildability issues and cost can be stress-tested before anything is locked in.	<i>Clients who appoint us during design consistently achieve better outcomes.</i>
<input type="checkbox"/> Select furniture — allow 12–16 weeks for bespoke pieces Furniture procurement timelines are consistently underestimated.	<i>London bespoke joinery: 8–12 weeks. European furniture imports: 10–16 weeks.</i>
<input type="checkbox"/> Review IT, AV and telecoms requirements What stays, what's upgraded, what's replaced? AV in meeting rooms, structured cabling.	<i>Allow for Cat6a structured cabling and hybrid AV in all meeting rooms.</i>
<input type="checkbox"/> Review statutory and compliance requirements Fire strategy, DDA compliance, asbestos management plan, Part L energy compliance.	<i>Buildings built before 2000: asbestos survey is mandatory before any works begin.</i>




M&E Design

Should run in parallel with architectural design. Structural M&E changes discovered late are expensive.




Acoustics

Open-plan London offices frequently fail on acoustic separation. Address in design — not on site.



Sustainability

Can existing Cat A infrastructure be retained? Redundant Cat A stripped for Cat B is avoidable waste.



Listed Buildings

Works in listed buildings require consent even for internal finishes. Allow 8–16 weeks if applicable.

FROM MAYFAIR INTERIORS

We work alongside designers from early stages. Programme, buildability and cost are factored in before the design is finalised — not discovered once work starts on site.

On site — managing live works in a London building

In London, works on site are more complex than in most other markets — delivery windows, goods lift restrictions, noise curfews, out-of-hours surcharges, and neighbouring tenant relations all need active management.

ACTION	LONDON-SPECIFIC NOTES
<input type="checkbox"/> Confirm delivery logistics and building access arrangements Goods lift bookings, delivery windows, TfL road restrictions, building management protocols.	<i>City of London and Westminster have strict delivery hour restrictions. Never assume access.</i>
<input type="checkbox"/> Agree out-of-hours working arrangements Major M&E works, core drilling and raised floor works often need to happen out of hours.	<i>Out-of-hours London rates: typically 25–40% labour premium. Budget for this upfront.</i>
<input type="checkbox"/> Implement dust and noise management In occupied buildings, dust containment, hoarding and negative pressure protect occupants.	<i>A core capability for us — we've delivered Cat A upgrades in occupied Central London buildings.</i>
<input type="checkbox"/> Manage your CDM responsibilities As client, you have legal duties under CDM 2015.	<i>Ensure F10 notification is in place with the HSE where required (projects over 30 days).</i>
<input type="checkbox"/> Establish weekly progress meetings Review programme, variations and emerging issues. Keep written records of every decision.	<i>For occupied buildings: include building management in a bi-weekly progress summary.</i>
<input type="checkbox"/> Track programme and flag slippage immediately Variation orders and unforeseen structural conditions are the most common causes of overrun.	<i>Older Central London buildings: allow 10–15% programme contingency.</i>

LONDON BUILDING LOGISTICS — WHAT TO CONFIRM BEFORE WORKS START

Goods lift booking procedures and weight limits · Delivery hour restrictions (City strictest) · Car park and loading bay access · Any planned building-wide maintenance conflicting with programme · Noise curfew hours enforced by managing agent or head lease.





Finishing works, snagging and move preparation

Construction is winding down. This is where attention to detail separates a good project from a great one — and where preparation for the handover and move must happen in parallel with the finishing works.

ACTION	LONDON-SPECIFIC NOTES
<input type="checkbox"/> Conduct a thorough pre-completion snagging inspection Walk every area. Record all defects, agree a snagging schedule with completion dates.	<i>Allow a full day for 10,000 sq ft. Bring your own checklist.</i>
<input type="checkbox"/> Commission and test all M&E systems HVAC balancing, fire alarm, emergency lighting, access control, AV — all need sign-off.	<i>Fire alarm and emergency lighting certificates required before building control sign-off.</i>
<input type="checkbox"/> Confirm IT and telecoms activation dates Broadband and leased line installation in London can take 6–8 weeks.	<i>Leased lines: allow 60–90 days for a new installation.</i>
<input type="checkbox"/> Arrange removals and final logistics Label all equipment, coordinate removals with building management, book goods lifts.	<i>Weekend moves are common in Central London. Confirm building access 4 weeks ahead.</i>
<input type="checkbox"/> Prepare your colleagues for the change Create a move handbook. Manage expectations, especially for hybrid workers.	<i>In hybrid teams: some staff haven't seen the office in months. The reveal is a morale moment.</i>

Move day — and settling in

A good move day is invisible to most of your team. It happens smoothly because everything was thought through in advance. Once you're in, the relationship with your space is just beginning.

 <p>Final walkthrough</p> <p>Check every room and AV system before the team arrives. Have a contractor rep on standby.</p>	 <p>IT first</p> <p>IT team on site one hour before everyone else. Confirm network, broadband and AV are working.</p>	 <p>Access cards</p> <p>Distribute at a central point. Confirm building management has updated the access control system.</p>	 <p>Emergency contacts</p> <p>Contractor, building management, removals, IT support — all accessible throughout the day.</p>
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AFTER MOVE-IN	NOTES
<input type="checkbox"/> Collect and resolve post-move snagging items Issues not visible pre-move often emerge in the first week.	<i>Mayfair Interiors provides aftercare. Snagging items within 12 months are our responsibility.</i>
<input type="checkbox"/> Review HVAC seasonally — especially the first winter New M&E systems often need seasonal balancing.	<i>Central London buildings with shared HVAC may need to coordinate with building management.</i>
<input type="checkbox"/> Photograph the completed space professionally Professional photography of a well-finished fit-out is worth many times its cost.	<i>Photograph before people arrive. Add to website, LinkedIn and Google Business Profile.</i>
<input type="checkbox"/> Gather team feedback formally after 30 days "Does the space help you do your job better?" is the right question.	<i>Desk booking data and headcount observations give evidence for future adjustments.</i>

WE'RE HERE BEYOND HANDOVER

Mayfair Interiors provides genuine aftercare. We don't disappear after practical completion. If something isn't right in the months after handover — a door, a heating zone, a finish — we come back and fix it. That's how a contractor should behave.

Recent Projects — London



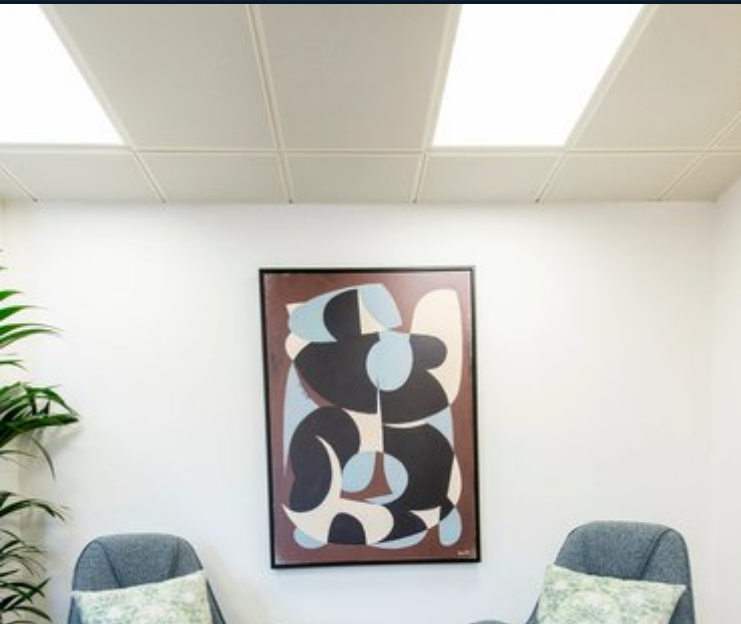
Communal & Breakout Areas
Feature staircase, bespoke seating and encaustic tile — live building



Club-Style Social Floor
Pool table, bespoke joinery, curated art wall and lounge seating



Lounge & Library
Custom shelving unit, gallery wall and statement pendant lighting



Focus & Breakout Pods
Quiet seating alcoves with curated artwork and biophilic planting



Private Office Suite
Open-plan with feature artwork, timber flooring and planting



Managed Office — Arched Glazing
Signature arched glazing feature with open-plan collaborative desking



WE SHAPE OUR BUILDINGS; THEREAFTER THEY SHAPE US.

Ready to start your project?

No-obligation site surveys across Central London and the South East. One conversation is usually enough to give you a clear picture of cost, programme and what's involved.

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Cat A & B

FIT-OUT SPECIALISTS

Live Sites

PHASED DELIVERY

London

& SOUTH EAST



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