



Office Planning & Designing

Smart Spaces. Practical Design. Better Work Environments.

At **Relocentric**, office planning and designing is about more than creating attractive spaces. It is about building workplaces that function better, support business goals, improve space utilization, and create a smoother experience for the people who use them every day.

We help businesses transform ideas into practical workplace solutions through structured planning, thoughtful design, and execution-ready concepts. Whether it is a new office, a workspace upgrade, a relocation project, or a reconfiguration of an existing facility, our team develops office environments that balance **functionality, aesthetics, movement, efficiency, and future readiness**.

Our planning and design services are built to support clients from early-stage concept development all the way to implementation alignment.

What We Do

Workplace Planning

We study the client's operational needs, team structure, space requirements, and functional priorities to create office plans that support daily workflow and long-term business growth.

Our focus is to ensure that every area is designed with purpose, from open workstations and cabins to meeting rooms, collaborative zones, utility areas, and circulation movement.

Scope includes:

- Space requirement assessment
 - Workplace layout planning
 - Department-wise space allocation
 - Functional zoning
 - Circulation and movement planning
 - Space optimization strategies
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Conceptual Design Development

We turn business requirements into clear workplace concepts that align with brand image, operational use, and employee experience.

Our design approach combines practicality with visual clarity, helping clients understand how the space can be shaped before execution begins.

Scope includes:

- Concept development
 - Layout visualization
 - Design direction support
 - Workspace theme alignment
 - Initial planning concepts
 - Business-focused design thinking
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Space Utilization & Efficiency Planning

A well-designed office should not only look good but also work efficiently. We help clients make better use of available space by planning layouts that improve productivity, reduce wasted areas, and support real workplace needs.

Scope includes:

- Space efficiency planning
 - Occupancy-based layout support
 - Workstation density planning
 - Utility space balancing
 - Expansion-friendly planning
 - Practical use optimization
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Design Coordination for Relocation Projects

Office relocation is not just about moving furniture and assets. It requires fresh planning to ensure the new workspace is ready to support the business from day one.

Relocentric aligns planning and design with relocation goals so the transition from one office to another feels more structured and business-ready.

Scope includes:

- New office layout planning
 - Relocation-based design support
 - Space readiness coordination
 - Furniture placement planning
 - Department move alignment
 - Transition-focused design strategy
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Furniture, Fixture & Amenity Planning

We help clients plan the placement and functional integration of furniture, fixtures, amenities, and workplace support elements within the office environment.

This ensures that the designed space is not only visually balanced but also practical for day-to-day business use.

Scope includes:

- Furniture layout planning
 - Fixture positioning support
 - Amenity zoning
 - Utility and support area planning
 - Meeting and collaboration space planning
 - Reception and front-office planning
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Capex-Oriented Office Planning

Our office planning approach also considers project budgets and capital expenditure priorities. This helps clients make practical design decisions that align with business goals, execution feasibility, and cost-conscious implementation.

Scope includes:

- Capex-linked planning support
 - Priority-based space development
 - Practical material and layout strategy
 - Phased planning support
 - Execution-ready design thinking
 - Planning aligned to project budgets
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Why Businesses Choose Relocentric

Planning with Practical Understanding

We do not create designs in isolation. We plan spaces with a strong understanding of movement, utility, workplace use, and execution realities.

Design That Supports Business

Our focus is on building environments that improve operational efficiency, employee comfort, and workplace readiness.

Aligned with Relocation and Fit-Out

Because Relocentric also supports relocation, logistics, fit-out, furniture, and Capex execution, our design team plans with the bigger picture in mind.

From Idea to Implementation Support

We help clients move from requirement stage to design direction with better clarity, smoother coordination, and stronger execution alignment.

Where Our Planning & Designing Services Add Value

Relocentric's office planning and designing services are ideal for:

- New office development
 - Office relocations
 - Workspace expansion projects
 - Office reconfiguration
 - Interior fit-out planning
 - Corporate workplace upgrades
 - Capex-based office transformation projects
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Our Approach

We begin by understanding how the office needs to work, not just how it needs to look. From there, we create structured design and planning solutions that support movement, utility, comfort, and implementation feasibility.

Our team works to ensure that the final plan is:

- Functional
- Efficient
- Scalable
- Business-aligned
- Execution-conscious

Design Workspaces That Work Better

At Relocentric, we help organizations plan and design office spaces that are thoughtful, practical, and ready for execution.

From **workplace planning** and **conceptual design development** to **relocation-aligned layouts** and **Capex-oriented planning**, we create office environments that support both business performance and workplace experience.

Talk to Relocentric about your office planning and designing requirements.