



Technical Services

Office Concepts provides its clients with a wide range of **Technical Services**. Our experienced interior designers provide counsel at every step to create a work environment that meets your functional and aesthetic needs. The scope of work may include anything from space planning and interior architecture... to finish selection, specifications and installation.

Whether you choose Office Concepts for interior design or retain an independent design firm, your project will benefit from the expertise of this important team. An example of our Technical Services includes the following:

Space Planning and Interior Design

- Experienced professionals, NCIDQ certified
- State-of-the-art networked computer system using AutoCAD, CAP Studio, Accelerate and Accrender.
- Installation plans for new and reused furniture
- Guaranteed specifications
- Product and finish consultation and selection for all interior furnishings and finishes
- Custom Treatments and components
- Technical assistance to independent designers and design firms
- Schematic plans
- Feasibility plans
- Master facilities planning using the Workplace Performance approach

Facilities Management

- Furniture, space, and personnel management
- Full facilities life-cycle planning and management support
- Short to long-term facilities planning, including expansion, consolidation and master planning

Project Management

- Extensive experience with management and coordination of large and small scale projects
- Qualified professionals for team approach with client
- Utilize Microsoft Project software for all project scheduling

Furnishings Consultation

- Inventory reporting
 - Furniture recommendations with full knowledge of Merchandise Mart
 - Specifications
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