

ONE-PAGE WORKPLACE STRATEGY

Organisation

Date

Completed By

If you want to stay ahead of the curve, you need to understand your current position, where you are headed and the key milestones along the way. Fill in the information below, review regularly and seek assistance from experts when needed. Visit www.BRMprojects.com.au for more info.

PROPERTY	ACCOMMODATION BASCIS	Person Responsible:	<input type="text"/>	
	Address	<input type="text"/>		
	A	<input type="text"/>		
	Net Lettable Area	Rental \$ (p/Month)	Outgoings \$ (p/Month)	Lease Expiry
B	<input type="text"/> sqm	C1 \$ <input type="text"/>	C2 \$ <input type="text"/>	D <input type="text"/> / <input type="text"/> / <input type="text"/>
	Make Good Considerations (including estimated allowance)			
E	<input type="text"/>			

FINANCIAL	1. COVID-19 IMPACT MEASURES (IMMEDIATE)	Person Responsible:	<input type="text"/>
	Negotiated Rental Relief (including discount (%), mechanism (waived, deferred, other) and duration)		
F	<input type="text"/>		

HEALTH & SAFETY	2. READY TO RETURN (SHORT TERM)	Person Responsible:	<input type="text"/>
	Expected Persons On Site (staff, clients)	Sqm p/Person (B divided by G1)	Compliance Requirement (Government Issued)
	G1 <input type="text"/>	G2 <input type="text"/>	G3 <input type="text"/>
	Updated Policies		
H	<input type="checkbox"/> Workplace Attendance Policy <input type="checkbox"/> External Visitor Policy <input type="checkbox"/> External Site Visit Policy <input type="checkbox"/> Working From Home Policy		
Additional Health & Safety Measures			
I	<input type="checkbox"/> PPE issued to all staff (as required) <input type="checkbox"/> Increased Sanitary Products <input type="checkbox"/> Review Cleaning Cycle and Products		
	<input type="checkbox"/> Workplace Entry Considerations <input type="checkbox"/> Landlord Obligations <input type="checkbox"/> Other _____		

FUNCTIONALITY	3. SUPPORTING THE NEW NORM (MEDIUM TERM)	Person Responsible:	<input type="text"/>
	Conduct Workplace Survey	Average Workplace Attendance (p/person, p/week)	
	J1 <input type="checkbox"/> Internal <input type="checkbox"/> Engage 3rd Party (ie. BRM)	J2 <input type="text"/>	
	Key Reasons For Remote Working		
	J3	<input type="checkbox"/> Reduced Travel Time <input type="checkbox"/> Ability to Focus <input type="checkbox"/> Provides Work/Life Balance <input type="checkbox"/> Other _____	
	Resource Review (use, duration, frequency of meeting room, phone/zoom rooms, permanent vs touch down desks, other spaces)		
K	<input type="text"/>		
Cost Benefit Review (scope of proposed works vs length of lease (D) vs make good scope (E))			
L	<input type="text"/>		