

“The success of any move is in the planning. You will need contingencies, and contingencies for your contingencies.”

The Definitive Office Relocation Checklist



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Introduction

Moving offices could be the most important decision your company makes for several years. If planned, budgeted and managed correctly, it could improve operational efficiency, enhance corporate image and competitive advantage, increase your client base and improve your ability to attract and retain personnel.

The success of any move is in the planning. You will need contingencies, and contingencies for your contingencies.

If moving office is on your agenda we recommend that you use our comprehensive guide –

“The Definitive Office Relocation Checklist”.

Appoint an internal project leader

- 1.1 Budgeting Experience
- 1.2 Fit-Out Experience
- 1.3 Familiar with your organization
- 1.4 Good communication skills
- 1.5 Authority
- 1.6 Respect
- 1.7 Patience
- 1.8 Influence

Assess whether relocation is the right option

- 2.1 Too much/ too little space
- 2.2 Change of working methods
- 2.3 Expansion/contraction
- 2.4 Need to reduce overheads
- 2.5 Lease expiry / break
- 2.6 Redevelopment
- 2.7 Need to improve morale
- 2.8 Need to be closer to key customers
- 2.9 Merger / acquisition

Set up an internal project team

Consider carefully how the design will support your people most effectively

- 3.1 Facilities Director / Manager
- 3.2 Office Manager
- 3.3 Finance Director / Controller
- 3.4 It Director / Manager
- 3.5 Operations Director / Manager
- 3.6 Human Resources Director / Manager
- 3.7 Marketing Director / Manager

- 4.1 Private spaces
- 4.2 Collaborative spaces
- 4.3 Personal comfort and control
- 4.4 Natural light
- 4.5 Office size and location
- 4.6 Team Building
- 4.7 Learning by proximity
- 4.8 Open-plan concepts
- 4.9 Workstation design
- 4.10 Brand experience

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Spend time developing a proper project brief

Interview and appoint an office agent / broker

- 5.1 Future plans
- 5.2 Too little / too much space
- 5.3 Expansion / contraction
- 5.4 Requirements for new location, image, quality
- 5.5 Change of direction or culture of the business
- 5.6 Lease break/expiry
- 5.7 Rent, service charge and maintenance
- 5.8 Available finance
- 5.9 Timescale

- 6.1 Market knowledge
- 6.2 Suitable experience
- 6.3 Understanding your needs
- 6.4 Independent
- 6.5 Check no conflict i.e. acting for landlord
- 6.6 Resources
- 6.7 Qualifications
- 6.8 Reputation

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Interview and select a designer / fit-out partner

Interview and appoint other key professionals

- 7.1 Key disciplines in-house
- 7.2 Track Record
- 7.3 Financial Stability
- 7.4 Health & Safety Record
- 7.5 Insurance Cover
- 7.6 References
- 7.7 Visits to completed contracts
- 7.8 Team capabilities
- 7.9 Strong design ability
- 7.10 Value for money

- 8.1 Furniture specialist
- 8.2 IT consultant
- 8.3 Security consultant
- 8.4 Property lawyer
- 8.5 Mechanical & electrical engineer
- 8.6 Structural engineer
- 8.7 Acoustic engineer

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Carry out a detailed accommodation study and workplace audit

Develop a detailed premises selection criteria

- 9.1 Staff survey / questionnaire
- 9.2 Company structure
- 9.3 Department headcount
- 9.4 Staff Adjacencies / proximity
- 9.5 Facilities required e.g. meetings rooms, pantry etc
- 9.6 Current and future space usage
- 9.7 Open plan / cellular
- 9.8 Storage requirements
- 9.9 Calculate amount of space needed
- 9.10 Set space standards
- 9.11 Produce briefing document

- 10.1 Size
- 10.2 Rent, rates and service charge
- 10.3 Lease terms
- 10.4 Building services: air-conditioning, lifts, electrical
- 10.5 Timescale for occupation
- 10.6 Car parking
- 10.7 Flexibility
- 10.8 Condition
- 10.9 Local amenities & facilities
- 10.10 Availability of storage
- 10.11 Other occupiers
- 10.12 Suitability to your brief
- 10.13 Disabled Facilities

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Select a building

- 15.1 Commence negotiations
- 15.2 Make a formal offer
- 15.3 Agree heads of terms
- 15.4 Carry Out detailed surveys
- 15.5 Vet Lease documentation

Formulate an exit strategy from your existing premises

- 16.1 Identify any disposal costs
- 16.2 Check out reinstatement clauses
- 16.3 Budget for Reinstatement
- 16.4 Review lease obligations
- 16.5 Investigate all alternatives

Carry out detailed building surveys

- 17.1 Measured survey
- 17.2 Mechanical and electrical
- 17.3 Water supplies and waste services
- 17.4 FSB / Fire regulation compliance
- 17.5 Schedule of condition

Commence detailed space planning

- 18.1 Organisational chart
- 18.2 Blocking and stacking plans
- 18.3 Working methods
- 18.4 Departmental relationships
- 18.5 Hot desking
- 18.6 Layout plans
- 18.7 Department and staff names on layout

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Familiarise yourself with the lease basics

- 19.1 Summary of main lease points
- 19.2 Variations with the service charge
- 19.3 Redevelopment clauses
- 19.4 Right to Assign / Sublet
- 19.5 Reinstatement clauses
- 19.6 Options to Renew
- 19.7 Property Tax
- 19.8 Out of hours Air-conditioning
- 19.9 Insurance clauses
- 19.10 Landlords liability

Fully investigate all the technology options

- 20.1 Wireless networks
- 20.2 Flat screens
- 20.3 Comms room
- 20.4 Software updates
- 20.5 Cabling
- 20.6 Desktop PCs
- 20.7 UPS
- 20.8 Backup generator
- 20.9 Fire protection
- 20.10 Servers

Investigate new furniture options thoroughly

- 21.1 Availability
- 21.2 Flexibility
- 21.3 Warranties
- 21.4 Design and appearance
- 21.5 Cable management
- 21.6 Cost
- 21.7 Delivery
- 21.8 Long-term supply agreement
- 21.9 Storage
- 21.10 Seating

Communicate well with all your staff before during and after the move

- 22.1 Departmental meetings
- 22.2 Email
- 22.3 Notice Board
- 22.4 Newsletters
- 22.5 Presentations

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Identify phone system specification

- 23.1 Research phone line service providers
- 23.2 Number of lines required
- 23.3 Direct dial numbers (DDI)
- 23.4 Voicemail, video phone
- 23.5 Reuse of existing number
- 23.6 Wireless

Carry out detailed storage audit

- 24.1 Personal Storage i.e. desk drawers and pedestals
- 24.2 Storage wall
- 24.3 Archive
- 24.4 Storeroom
- 24.5 Fireproof storage
- 24.6 Security
- 24.7 Offsite facilities

Order long lead in items well in advance

- 25.1 Additional air-conditioning equipment
- 25.2 Phone lines
- 25.3 Furniture, desking, seating, storage
- 25.4 UPS, generator
- 25.5 IT equipment
- 25.6 Corporate literature

Finalise specification, cost and programme

- 26.1 Design fees, preliminaries, health and safety
- 26.2 Partitions, doors, decoration, joinery
- 26.3 Flooring, ceiling finishes
- 26.4 Furniture, desking, seating, storage
- 26.5 IT
- 26.6 Phones
- 26.7 Strip out, demolition, building work
- 26.8 Mechanical, electrical, lighting
- 26.9 Air-conditioning, relocation of inlets and outlets
- 26.10 Fire safety, relocation of sprinklers etc.
- 26.11 Security
- 26.12 Look into finance options
- 26.13 Check tax breaks for depreciation

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Thoroughly organise the physical relocation

- 31.1 Ensure move date is booked with removal company
 - 31.2 Communicate plans to staff
 - 31.3 Arrange for specialist removal of IT items
 - 31.4 Ensure new building is fully protected before removal starts
 - 31.5 Provide crates and labels for all staff
 - 31.6 Dispose of unwanted clutter
 - 31.7 Arrange for key personnel to be available
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Ensure The Occupation Is A Smooth Transition

- 32.1 Advance planning
 - 32.2 Staff communication
 - 32.3 Security
 - 32.4 Protection
 - 32.5 Phasing
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Take business continuity seriously

- 33.1 Disaster recovery plan
 - 33.2 Establish recovery site
 - 33.3 Professional advice
 - 33.4 Disaster simulations
 - 33.5 Fireproof storage
 - 33.6 Backup policies
 - 33.7 Comms room security
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Carry out a post-relocation review

- 34.1 Feedback from relocation team
 - 34.2 Feedback for staff
 - 34.3 Correction of issues
 - 34.4 Forward planning
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If you found this guide useful, check out the other four in the series

www.corporatelocations.com.hk/tenantguides

