

Morgan Lovell's Office Relocation Checklist Keeps Moves on Track

Submitted by: Shepherd PR

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A detailed office relocation

(<http://www.morganlovell.co.uk/our-services/office-fit-out-refurbishment/office-relocation-move-management>) checklist - designed to help companies moving to new premises - has been produced by office transformation specialist Morgan Lovell.

'Office Relocation Checklist - a step-by-step guide to managing the complexities of business relocations' - is available for free download from Morgan Lovell's website at <http://www.morganlovell.co.uk/help-advice/checklists/office-relocation-checklist>

Offering a comprehensive review, the 16-page document covers all stages of moving including: designing your new office, how to choose a fit out contractor, what should be included in the move budget and how to engage your staff during the move.

Other topics include 'greening' your new office

(<http://www.morganlovell.co.uk/sustainability/sustainable-workplace-services/sustainable-office-design>), furniture, planning permission and keeping downtime to a minimum.

Paul Kelly, head of marketing at Morgan Lovell, said: "Moving to a new office is exciting but it can be a bit overwhelming for the person responsible.

"We have devised this checklist to guide businesses through the process as smoothly as possible.

"The key to keeping it simple is to break everything down into easy steps. The checklist includes everything managers need to think about and helps them start the critical planning needed to ensure relocation success.

The checklist comes on the back of a series of relocation seminars, held by Morgan Lovell in London and Birmingham earlier this year.

<http://www.morganlovell.com>

Ends

Located in London, Birmingham and the Thames Valley, Morgan Lovell is the UK's leading office design

(<http://www.morganlovell.co.uk/our-services/office-interior-design>), office fit out

(<http://www.morganlovell.co.uk/our-services/office-fit-out-refurbishment/office-fit-out>) and office refurbishment

(<http://www.morganlovell.co.uk/our-services/office-fit-out-refurbishment/office-refurbishment>)

specialist. With its own teams of designers, surveyors and project managers, the company can design and deliver entire projects, with the benefit of just one point of contact. <http://www.morganlovell.com>

It is part of top five UK construction and regeneration group Morgan Sindall plc which operates through

five specialist divisions of fit out, construction, infrastructure services, affordable housing and urban regeneration.

Morgan Lovell is a licensed BREEAM Offices Assessment Organisation. This means it is now licensed to measure the sustainability score of an office in order to identify ways companies can reduce high energy usage and waste, whilst increasing comfort and satisfaction for users of the building.

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