

# OFFICE RELOCATION CHECKLIST

Be prepared right from the start and don't leave anything to the last minute. With our Office Relocation Checklist now you will be able to follow each section step-by-step. Everything from early planning, right up until your actual office move day.



## Reasons for moving...

Always keep in mind the strategic and operational reasons for changing premises. Reminding yourself of these core ideas will help you achieve your goals.

- ✓ Change of lease (expiry or break option)
- ✓ New location for reduction on overheads
- ✓ Move closer to your client base
- ✓ Expansion, contraction, merger
- ✓ Increase in work/productivity

## Exit plan...

When moving it is vital that you do so in accordance with the terms of your lease. Failing to do so could end in financial penalties.

- ✓ How much notice is required?
- ✓ How do you go about serving notice?
- ✓ Is there a 'break clause'?
- ✓ When does your current lease end?

## Key dates...

Certain dates will be key to your move, be aware of them and stay on top of them.

- ✓ Date of current lease ending
- ✓ Date by which termination must be given
- ✓ Move date for new office

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## ✓ Big decisions, made early

There are some big decisions which you must examine before continuing with the move. A Project Leader can help plan and execute these.

- Who within your team is responsible?
- What is your target move date?
- What is your moving budget?
- Where are your ideal locations?
- Why are you moving (better prices, larger location etc.)?
- Have senior management approved the move?

Be sure to have buy-in from Senior Management within your company. This will help to avoid any conflict further down the line.

Once you have agreed that the move is a reality appoint a Project Leader to oversee your office relocation.



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## Be prepared with a moving office timetable...

The best way to conduct your move is to ensure you have a detailed timetable, making sure you keep everything on track with a lead time and completion date. Here is a list of the key areas.

- ✓ How soon should you plan to move?
- ✓ When is your ideal move date?
- ✓ How soon do you need to be operational in the new office?
- ✓ Meet with Office Relocation Service Providers to refine ideas
- ✓ Review your timetable with Office Relocation Providers
- ✓ Revise your timetable when require

With so much to do we suggest putting together your office move project as early as possible.



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## Your office moving budget

Although you should have an estimated budget before moving, it is a good idea to come up with an office moving budget and allow your Senior Management to oversee it. Below is a list of things you may need to consider.

- ✓ Renting deposit of new office
- ✓ Any maintenance and repairs of old property
- ✓ Service charges, maintenance, insurance, rates and rent
- ✓ Design and Fit-Out of new office space
- ✓ Equipment and furniture
- ✓ Updating stationery, advertising, stationery etc.
- ✓ Relocation, redundancy and recruitment costs
- ✓ IT and Telecom systems



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## Your office relocation team...

At this stage it is a good idea to appoint a Project Leader and Office Relocation Team. Here are some points to consider.

- ✓ Create an Office Relocation Project Leader
- ✓ Be sure to include a representative from each department
- ✓ Hold regular meetings with your Relocation Team
- ✓ Hold regular meetings with your external Office Relocation Providers
- ✓ Keep all of your staff well informed about progress of your move

When choosing a leader for your Relocation Project it is important to pick someone who has enough time, is good at organising and senior enough to make decisions.



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## Choosing your new office space

It is critical to choose the right office space to have a positive boost on your business. Finding a good Property Agent will make sure you negotiate the best terms. Below is a list of things your Property Agent will need to know.

- ✓ How soon do you want to move?
- ✓ What type of building do you require?
- ✓ What size should your new office be?
- ✓ What kind of facilities do you require?
- ✓ How long and which type of lease do you want?
- ✓ What is your total budget

Companies that work with a Commercial Property Agent usually pay less for their office space.





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## Floor plan, getting the most out of your space...

Choosing the right Office Fit-Out company is important to ensure that the look and feel of your new premises has a positive impact on your business. Here are some key areas of consideration:

- ✓ Check the space available against your office space plan
- ✓ How much refurbishment is needed? (Lighting, painting, floors etc.)
- ✓ What is the extent of your Fit-Out? (Storage, partitioning, walls etc.)
- ✓ How large and where will your key rooms go?
- ✓ Where will your common IT equipment go? (Printers, faxes, copiers etc.)
- ✓ Where will workstations be placed?
- ✓ Be sure to place workers who frequently collaborate on projects together
- ✓ To avoid hazards and clutter allow enough space for storage

Allow enough flexibility in your office floor plan to accommodate any changes you may wish to make in the future.




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## Your office furniture

It is important to have furniture which is both practical and comfortable, giving the best impression of your office space to clients and staff.

- ✓ Do you utilise your old office furniture or buy from new?
- ✓ What are your furniture requirements for your new office?
- ✓ If you have to buy new furniture consider whether to buy or lease
- ✓ When should furniture be delivered?
- ✓ Utilise modular furniture
- ✓ Discuss the ergonomic requirements with your staff
- ✓ Be sure to place workers who frequently collaborate on projects together
- ✓ Plan to remove any unwanted furniture



Make a list of all the furniture you can either re-use, recycle and what you will need to buy as new.

Modular furniture will let you experiment with different configurations, allowing you to achieve extra space when you require it.




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## IT and Telecom

When moving office you need to ensure as little down time as possible, finding the right IT Relocation Company will make sure you are transferred and operational again with minimal disruption.

- ✓ Find an IT Relocation Company to move your telephone and IT systems
- ✓ Create an inventory of all the equipment you will need
- ✓ Create a configuration plan for your telephone and IT system
- ✓ Decide on your networking cabling configuration
- ✓ Decide which equipment to bring with you and what you need to buy
- ✓ See where the best locations for workstations are
- ✓ Check where power cables and sockets are required
- ✓ Create a backup plan in case of delay or disaster
- ✓ Discuss these key points with your internal IT team and relocation company
- ✓ Agree on cabling, socket placement, hardware/software requirements and installation



Be prepared and make sure you can continue to fulfil both your staff and customer needs during your move.

The key areas you need to plan when preparing for your installation are telephone systems, servers and networks, computers and the cabling.

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## Giving notice

When changing office it is essential that not just your staff, but everyone you deal with externally knows when you are leaving and when.

- ✓ Create a change of address checklist, let your customers know your new address, contact details and positive reasons for your move
- ✓ Contact your clients (either by telephone or email) so let them know there won't be any disruption to service
- ✓ This is a golden opportunity to remind your customers how important they are to you
- ✓ Write to your insurance company, bank, government agencies etc.
- ✓ Let your utility companies know of the move several weeks in advance
- ✓ Inform your suppliers and service providers
- ✓ Make sure all your mail is redirected to the new address



You will need to update any service agreements, insurance, Licences and equipment rentals.

Turn your move into a marketing campaign inform the local press and have your change promoted positively

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## Office removal companies

When choosing your office removal company it is important to find efficient professionals, you will need to move quickly and relocate as early as possible.

- ✓ Compare removal companies for a competitive quote
- ✓ Create copies of your new floor plan for the removals company
- ✓ Order all the required packing and crates
- ✓ Make labels for your furniture and equipment, it might be worth colour-coding everything for your new floor plan
- ✓ Create an occupation plan, so everyone knows who goes where and who gets what
- ✓ Establish a new rota, so everyone knows where everyone else will be stationed
- ✓ Work out how the overlap of the two offices will work
- ✓ Repair any damages and make sure the old office is clean before returning the property



You can acquire various quotes on your move from independent companies.

Be sure to hire a reliable, trusted and Professional office removal firm.

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## Arriving at your new office

This is a list of key points to examine and aid you in facilitating an easy transition into your new office environment.

- ✓ Arrange for temporary parking and keep entrances clear while the move is in progress
- ✓ Put together a test plan for your office computers, networks and telecom system
- ✓ Place a member of staff from each department on location, ensuring that everything gets put in the right place
- ✓ Drinks and refreshments should be made available at the time of your move
- ✓ Your office relocation project leader should sign off every stage of your move
- ✓ Where required issue staff with new keys and key cards



Be sure to have the full support of your IT staff, to make sure your computers and telecom systems are up and running as quickly as possible.


Be aware of safety and security, everyone should be aware of procedures and vigilant of any suspicious activity.

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## After your move

Here are some important points to consider, once you are actually moved into your new office space.

- ✓ Use your first few days as a test and have your IT team troubleshoot any immediate issues
- ✓ Carry out a thorough inspection of your new office space and building
- ✓ Report any problems with your Office Fit-Out company
- ✓ Carry out any training on new telecoms and IT equipment
- ✓ Settle and resolve any outstanding utility bills from your old office
- ✓ Host both an internal and external launch party, as a showcase and to boost staff and client morale
- ✓ Run a check that all your staff have the correct equipment and resource



Host a meeting with your team leaders and heads of department to find out how your staff are settling into their new work environment, and look for areas of improvement.

If you decide to use the move as an opportunity for new suppliers and utilities, be sure compare prices first to ensure you get the best packages.

# OFFICE RELOCATION CHECKLIST

Relocation service providers contact details.

Provide	Company	Contact name	Telephone	Email address
Property solicitor				
Property agent				
IT relocation firm				
Removals company				
Office fit-out company				