Any office move requires a great deal of planning and careful thought beforehand - and strong commitment all round, both before and during the move. This Checklist assumes that your Company has already decided that you are definitely moving office, rather than renewing your existing lease. Apart from the move itself, you must also consider how you will run your business operation whilst the move is being carried out.

This Checklist is designed to help you (the office move Project Leader) in planning & executing the move, and working out the sort of professional help you will require to help you carry out the move – on time, to budget and with the minimum of hassle & disruption to your business.

### The BIG Decisions that need to be made EARLY

These are the big decisions that must be agreed as the start point in carrying out the move. They can then be given to the Project Leader to start the detailed planning.

- Has senior management approved the move?
- What are you doing: moving to smaller, bigger, cheaper, better premises?
- Where do you want to move to?
- When do you want to be in your new office?
- How much is the budget for the entire move process?
- Who, internally, is responsible for the move?

**HINT:** Ensure you have a consensus about the key drivers from the decision makers within your company before you start

### Timetable

You will need a detailed Time Plan which will ensure that all aspects of your move dovetail appropriately – and lead to you moving on time. Each task will need a completion date, based on a lead time and the time taken to complete it. Some of your considerations include:

- When you want to move
Coordination between the old and new leases
Discussion with external companies to discuss your requirements (Property Agents, Solicitors, Fit-Out and Removals Companies)
Lead times and completion dates for all elements of the project
When you should start the move
When you must be operational in the new property
When the move has to be completed
Review of timescales with all move suppliers
Revise Time Plan and/or Requirements as required

HINT: refer to www.HelpMovingOffice.co.uk for the moving office TIMETABLE document

Budget

Even though you should have been given a rough budget for the move, you will be expected to produce a detailed Move Budget for approval by your Senior Management. You will need to consider:

Rent, rates & service charge on new property
Rental deposit on new property
Professional fees (commercial property agent, legal, insurance)
Office Design & Fit-Out of new property
Furniture & other office equipment
IT & Telecoms systems
Removals
Personnel costs - recruitment, redundancy, relocation
Updating stationery, business cards, website & marketing material

HINT: refer to www.helpmovingoffice.co.uk for moving office COST COMPONENTS and BUDGET TOOL

Selection of your new Office

The correct selection of your new office will have a positive impact on your business so the key to this is to choose a good commercial property agent. You will need to brief them on:

Size of office required
Length & type of lease required
Your preferred location

HINT: refer to www.HelpMovingOffice.co.uk for the moving office TIMETABLE document
Type of building sought
Your budget for rent, rates & service charge
Car parking requirements
Choose Commercial Property Agent

HINT: www.helpmovingoffice.co.uk can help by referring Agents that specialise in your area

Set up Move Team

It is a good idea to set up a Move Team under a Move Project Leader. Some points to consider include:

Include a representative from each major department
Hold regular planning meetings with your Project Team
Set up review meetings with your main office move professionals
Keep staff regularly involved in the process & informed about the process & the progress

HINT: refer to www.helpmovingoffice.co.uk for guidance on how to put the right moving office Project Team together

New Office Floor Plan

The design & delivery of your new office environment will be central to the continued success of your business. Working with the right Office Design & Fit-Out company will ensure that your new office exceeds your expectation. Considerations include:

The space available against your requirement for offices & open plan space
Size & location of reception, board & meeting rooms, store rooms, kitchen, loos & bathrooms
Location of staff workstations
Fit-out required - walls, partitioning, shelving
Refurbishment required - decoration, carpets, blinds, lighting

HINT: www.helpmovingoffice.co.uk can help by referring OFFICE DESIGN & FIT-OUT companies that can deliver on time and to budget

IT & Telecoms

You will need to:

Make a thorough survey for your requirements for telephones, computers, faxes, scanners, photocopiers
<table>
<thead>
<tr>
<th>What is coming from old premises &amp; what will be bought new</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a configuration plan for telephones &amp; computers</td>
</tr>
<tr>
<td>Layout of printers, faxes, photocopiers</td>
</tr>
<tr>
<td>Identify where power outlets are required</td>
</tr>
<tr>
<td>Consider location of telephone &amp; data points</td>
</tr>
<tr>
<td>Discuss all of the above with your internal IT department and/or your IT/Comms provider</td>
</tr>
<tr>
<td>Agree: overall requirement, hardware, software, licenses, networks, cabling, power points, installation &amp; testing</td>
</tr>
</tbody>
</table>

**HINT:** remember that you will have to fulfil the continuity needs of your staff & customers and maintain connectivity throughout the process

<table>
<thead>
<tr>
<th>Office Furniture</th>
<th>Your Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>You will need to:</strong></td>
<td></td>
</tr>
<tr>
<td>Decide on your furniture requirements for your new office</td>
<td></td>
</tr>
<tr>
<td>Will you utilise existing furniture or do you require new</td>
<td></td>
</tr>
<tr>
<td>If new furniture required should you buy, rent or lease</td>
<td></td>
</tr>
<tr>
<td>Date scheduled for delivery of new furniture</td>
<td></td>
</tr>
<tr>
<td>Consider how you can (profitably) dispose of any unwanted furniture</td>
<td></td>
</tr>
</tbody>
</table>

**HINT:** our Office Design & Fit-Out members will be able to help here by advising & providing OFFICE FURNITURE solutions that will meet your needs

<table>
<thead>
<tr>
<th>General Office Plan</th>
<th>Your Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>There are a 101 other things to consider – including:</strong></td>
<td></td>
</tr>
<tr>
<td>Make an inventory of all your equipment</td>
<td></td>
</tr>
<tr>
<td>Security systems &amp; alarms</td>
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<tr>
<td>Air conditioning or comfort cooling</td>
<td></td>
</tr>
<tr>
<td>Smoke detectors</td>
<td></td>
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<tr>
<td>New stationery &amp; business cards</td>
<td></td>
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<tr>
<td>New signage for your office</td>
<td></td>
</tr>
<tr>
<td>Archive &amp; storage requirements - releasing valuable &amp; expensive office space</td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety requirements</td>
<td></td>
</tr>
</tbody>
</table>
**Update**

**Your Notes**

- Update Your Notes

**Contact Post Office and arrange for mail to be forwarded to new address**

**Inform your Utility providers at least 2-3 weeks in advance of your move date**

Letters to the bank, insurance companies, Companies House, Inland Revenue

Notify all vendors & suppliers

- Consider telephoning your key customers and letting them know it will be "business as usual"

- HINT: involve your Finance, Admin, Sales & Marketing departments

**Notification**

**Your Notes**

- Notification

It will be important to keep a whole host of external people informed of your move - what is going on and what the time scale is.

- Utilise the move as a reason to communicate with your customers & remind them what a good job you do for them

- Notify customers of your change of address & outline the positive reasons for the move

- Consider telephoning your key customers and letting them know it will be "business as usual"

- Letters to the bank, insurance companies, Companies House, Inland Revenue

- Notify all vendors & suppliers

- Contact Post Office and arrange for mail to be forwarded to new address

- Inform your Utility providers at least 2-3 weeks in advance of your move date

- HINT: involve your Finance, Admin, Sales & Marketing departments

**Update**

**Your Notes**

- Update

You will need to update and/or renew:

- Service agreements

- Licenses

- Insurance

- Equipment leases

- HINT: moving office can provide a trigger for renewing/switching supplier contracts on favourable terms

**Installation Plan**

**Your Notes**

- Installation Plan

You will need to make a plan for installing various utilities and ensure they are installed in the right order.

- Cabling

- Telephones

- Data points

- Computers, Servers & Networks
Gas, water, electricity, heating

**HINT:** your Office Design & Fit-Out partner will be able to advise on this

### Removals

You should use a professional company to handle your removal requirements to relocate your business quickly & efficiently, minimising both business interruption & downtime to make sure you are ready to go on that FIRST MORNING in your new office.

Engage a removals company
Order packaging
Make copies of the new floor plan available to the removals company
Have labels for all furniture & equipment to match the new floor plan
Consider colour-coding all furniture, boxes, crates & equipment
Make an occupation plan for the new office (who goes where & who gets what)
Agree how the overlap of the two offices is going to work
Prepare a rota for who will be where & when (ensure everyone has a copy which includes their mobile numbers)
Clean up "old" office, make good any damages and hand over outgoing property to landlord on exit

**HINT:** www.HelpMovingOffice.co.uk can help by referring REMOVALS COMPANIES that can offer the most competitive & professional service

### Test Plan on Arrival at New Office

When you get on site in the new offices, you need the minimum overlap of running two offices simultaneously; and the minimum down time of not being operational at all. You will need a Test Plan to test:

- Electrics
- Telephones (remember that it may be important that phones at both sites are working during the move)
- Computers, Servers & Networks
- Printers, Faxes & Photocopiers
- Ensure full business operational capability at new office

**HINT:** co-opt the full support of your IT team to ensure that all IT & Telecoms are fully operational

### Other Matters on Arrival

Moving Office Checklist www.HelpMovingOffice.co.uk
Ensure that the Move Co-Ordinator signs off on each move part

**After the Move**

- Conduct a thorough site inspection of your new premises
- Identify any snagging items and follow these up with the relevant suppliers
- Reconcile all supplier invoices against their quotes - and identify & resolve any discrepancies

Contact police and make temporary parking arrangements to keep entrances & roadways clear during move
Check for condition of new offices on arrival (take photographs to prove move-in condition)
Have one member of staff from each department on location during the move to ensure everything finds its right home

It provides you with access to FREE information, advice, guides & tools... as well as instant connection to approved & accredited companies ... to make sure that your office move happens on time, to budget & with the minimum hassle & disruption to your business.

www.HelpMovingOffice.co.uk

The resource for Moving Office

For further help, advice & support on any of the move process please feel free to contact us.
### YOUR MOVE TEAM

working with the right professional team is the single biggest must-do for a successful office move.

For a successful move, you will need to work with the right expert office move service providers

<table>
<thead>
<tr>
<th>Provider</th>
<th>Company</th>
<th>Telephone</th>
<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Commercial Property Agent</td>
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<tr>
<td>Property Solicitor</td>
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<td></td>
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<tr>
<td>Office Design &amp; Fit-Out Partner</td>
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<tr>
<td>Office Removals Company</td>
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</table>

**Please do not hesitate to contact us for any help or advice on the selection of any Office Move Suppliers**

The companies that work with Moving Office are all members of their respective trade bodies, experts in their field & are selected to ensure that your move happens on time, to budget and with the minimum hassle & disruption to your business.

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⇒ For more FREE information on the process of moving office

⇒ To find professionals that specialise in helping companies with the office move process

Go to www.HelpMovingOffice.co.uk