Moving Office Checklist

2014 Edition

Plan your office move from start to finish with this
Moving Office Checklist

Click here to ensure that you are using the latest edition of the Moving Office Checklist

HelpMovingOffice
The Moving Office Website

Plan your office move with this **Moving Office Checklist**.

It guides you through each step of the planning process and is loaded with top tips for a successful relocation – from the planning and preparation, right through to the actual move-in day and beyond.

Reasons For Moving

It is important that you always have the key strategic & operational reasons for moving at the forefront of your mind throughout the office relocation process.

- Lease event (lease expiry / break option)
- Expansion /contraction /merger /acquisition
- Change of business location
- Business requirement to reduce overheads
- Desire to be nearer to your customers
- Change in working practices / increase in productivity

Exit Strategy

It is vital that you EXIT your current property in accordance with the terms of your lease. Failure to do so correctly might result in punitive financial penalties.

- When does your current lease expire?
- Is there a "break clause"?
- What notice period do you have to give?
- How do you need to serve notice?

Key Dates

There will be certain key dates that will drive your office move. Make sure you know them and stay on top of them.

- End date of current lease
- Date by which termination needs to be given
- Target date to be in new office

The Big Decisions

These are the big decisions that must be agreed as the start point before 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 offices?

- 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 office move process?

- Who, internally, is responsible for the move?

Prepare a Moving Office Timetable

You will need a detailed timetable which will ensure that all aspects of your move dovetail appropriately – and ensure your move stays on track. Each task will need a lead time and completion date.

Timeline considerations should include:

- When you want to move.

- Co-ordination between current and new lease.

- Discussion with Office Relocation Service Providers to determine your requirements.

- Lead times and completion dates for all elements of the project.

- When you should start planning the move.

- When you must be operational in the new office

- Review of timescales with all Office Relocation Service Providers.

- Revise timetable as required.

TOP TIP

It is essential you have buy-in from Senior Management in your company on the decision to move office. This will help to avoid conflict further down the line.

ACTION

Agree that the Office Move is happening and appoint an internal Project Leader to oversee the Office Relocation.

TOP TIP

There's a lot to do and you are recommended to start your office move project as early as possible to give yourself the best chance of a successful outcome.

ACTION

Download our easy to use and interactive Moving Office Timetable.

Prepare a Moving Office Budget

You will need to produce a detailed Moving Office Budget for approval by your Senior Management. It will need to contain all cost items associated with an office move.

- Download the Moving Office Budget Template to identify, manage and control your move budget.

Create an Office Relocation Team

It is a good idea to create an Office Relocation Team under a Project Leader. When choosing a Project Leader ensure that they have enough time to devote to the project, are good organisers of people & processes and senior enough to make decisions.

- Find out who, both internally & externally, needs to be part of your Office Move Team.

Selection of new Office Space

The correct selection of your new office will have a positive impact on your business so the key to this is to find the right space & obtain the best lease terms.

- To make sure you end up in the right office space, refer to the Tenants Guide to Finding Office Space.

New Office Floor Plan - Space Planning

You need to pay close attention to the design of your new office to ensure that it positively impacts on your company's productivity, culture & profitability.

- For further information on the important issues surrounding office space planning, office design and office fit-out refer to the Tenant's Guide to Office Design.

Office Furniture

Office furniture is an important part of creating a productive working environment for your staff. It should give the right impression to clients and staff, be comfortable, practical and in keeping with the overall office design.

- Refer to the Office Clearance Guide to consider how you can (profitably) dispose of any unwanted furniture or equipment.

HelpMovingOffice
The Moving Office Website

IT & Telecoms Considerations

Connectivity is critical for your business to operate. The goal here is clear. All of your IT equipment and phone systems need to be transferred, assembled and fully functional in the new office without any disruption to business operations.

- Remember that you will have to fulfil the continuity needs of your staff & customers and maintain connectivity throughout the office move process. The IT Relocation Checklist will help you manage your IT Relocation safely & without disruption to services.

Hiring your Office Removals Company

You should use a professional Office Removals Company in order to relocate your business quickly & efficiently and make sure you are ready to go on that first morning in your new office.

- The Office Removals Checklist provides an invaluable framework to help you manage the actual office removals process and the move day itself. Use it to ensure your office move day goes like clockwork.

Notification

It will be important to keep a whole host of external people informed of your move - what's going on and what the time scale is (customers, suppliers, service providers, stakeholders etc).

- Use the Change of Address Checklist to notify customers of your change of address & outline the positive reasons for the move.

Matters on Arrival

These are things to think about when you get to your new office in order to facilitate the smooth transfer from one office to another & get business back up and running.

- You will need a Test Plan to check: phones, computers, networks, servers & all electric equipment.

- Check for condition of new offices on arrival (take photographs to validate move-in condition).

- Have a representative from each department on location during the move to ensure everything finds its right home as it's unpacked.

- Ensure that the Office Relocation Project Leader signs off on each part of the move.

- Set up a "lost & found" area at both sites.

- Distribute access cards and keys to all staff.