



# MOVING OFFICE CHECKLIST



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

Your Notes

**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

Your Notes

**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](http://www.HelpMovingOffice.co.uk) for the moving office TIMETABLE document

## Budget

Your Notes

**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](http://www.helpmovingoffice.co.uk) for moving office COST COMPONENTS and BUDGET TOOL

## Selection of your new Office

Your Notes

**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

Type of building sought  
Your budget for rent, rates & service charge  
Car parking requirements  
Choose Commercial Property Agent

HINT: [www.helpmovingoffice.co.uk](http://www.helpmovingoffice.co.uk) can help by referring Agents that specialise in your area

## Set up Move Team

Your Notes

**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](http://www.helpmovingoffice.co.uk) for guidance on how to put the right moving office Project Team together

## New Office Floor Plan

Your Notes

**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](http://www.helpmovingoffice.co.uk) can help by referring OFFICE DESIGN & FIT-OUT companies that can deliver on time and to budget

## IT & Telecoms

Your Notes

**You will need to:**

Make a thorough survey for your requirements for telephones, computers, faxes, scanners, photocopiers

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

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

## Office Furniture

Your Notes

### You will need to:

Decide on your furniture requirements for your new office  
Will you utilise existing furniture or do you require new  
If new furniture required should you buy, rent or lease  
Date scheduled for delivery of new furniture  
Consider how you can (profitably) dispose of any unwanted furniture

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

## General Office Plan

Your Notes

### There are a 101 other things to consider – including:

Make an inventory of all your equipment  
Security systems & alarms  
Air conditioning or comfort cooling  
Smoke detectors  
New stationery & business cards  
New signage for your office  
Archive & storage requirements - releasing valuable & expensive office space  
Health & Safety requirements

HINT: moving office is an opportunity to update to modern, efficient & space-saving equipment

## Notification

Your Notes

**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 telpehoning your key custmers 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

**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

**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

Your Notes

**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](http://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

Your Notes

**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

Your Notes

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  
Ensure that the Move Co-Ordinator signs off on each move part

## After the Move

Your Notes

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

FOLLOWING THE RIGHT PROCESSES + WORKING WITH THE RIGHT OFFICE MOVE SERVICE PROVIDERS WILL MAXIMISE YOUR CHANCES OF A SUCCESSFUL MOVE

[www.HelpMovingOffice.co.uk](http://www.HelpMovingOffice.co.uk)

## *The resource for Moving Office*

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.



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**

Provider	Company	Telephone	Email
Commercial Property Agent			
Property Solicitor			
Office Design & Fit-Out Partner			
Office Removals Company			

**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](http://www.HelpMovingOffice.co.uk)**



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