

# Office Move Checklist



Plan your entire office move from start to finish with this definitive **Office Move 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



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## 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 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?



### 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 entire Office Relocation.



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## 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. Some 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 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:

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



### ACTION:

Download the **FREE & INTERACTIVE** [Moving Office Timetable](#).



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## PREPARE A MOVING OFFICE BUDGET

Even though you will have an estimated budget for the move, you will need to produce a detailed Moving Office Budget for approval by your Senior Management. You will need to consider:

- ⇒ Office Rent, Real Estate Taxes, Maintenance & Insurance
- ⇒ Security deposit on new property
- ⇒ Advisory fees for Office Relocation Service Providers & Office Movers
- ⇒ Office design & build out of new office
- ⇒ Furniture & other office equipment
- ⇒ IT & Telecoms systems
- ⇒ Any repairs on existing office
- ⇒ HR costs - recruitment, redundancy, relocation
- ⇒ Updating stationery, business cards, website & marketing collateral



### TOP TIP:

Get 3 quotes from all [Office Relocation Service Providers](#). This will enable you to negotiate the most appropriate fee structure that meets your budget & get best value for money.



### ACTION:

Download the free the [Moving Office Budget Planner](#).



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## CREATE AN OFFICE RELOCATION PROJECT TEAM

It is a good idea to create an Office Relocation Team under a Project Leader. Some points to consider include:

- ⇒ Appoint an Office Relocation Project Leader
- ⇒ Include a representative from each major department
- ⇒ Hold regular planning meetings with your Project Team
- ⇒ Set up review meetings with your external Office Relocation Service Providers
- ⇒ Involve your staff and keep them regularly informed on the progress



### TOP TIP:

Choosing a Project Leader: ensure they have enough time to devote to the project, are good organizers of people & processes and senior enough to make decisions.



### ACTION:

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



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## 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 choose a good Tenant Representative Broker. You will need to brief them on:

- ⇒ Size of office required
- ⇒ Length and type of lease required
- ⇒ Your preferred location
- ⇒ Type of building sought
- ⇒ Your total budget for office space
- ⇒ Parking lot requirements
- ⇒ Timescale of office move



### TOP TIP:

Companies that use [Tenant Representative Brokers](#) pay less for their office space.



### ACTION:

To make sure you end up in the right office space, refer to the [Tenants Guide to Finding Office Space](#).



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## NEW OFFICE FLOOR PLAN - SPACE PLANNING

Working with the right General Contractor will ensure that the design & space plan of your new office has a positive impact on your company's productivity, culture & it's profitability.

Considerations for your Office Floor Plan include:

- ⇒ The space available against your requirement for offices & open plan space
- ⇒ Size & location of reception, board & meeting rooms, store rooms, kitchen & rest rooms
- ⇒ Location of staff workstations
- ⇒ Location for common IT equipment (printers, copiers, faxes, postage meters etc.)
- ⇒ Build out required - walls, partitioning, storage,
- ⇒ Refurbishment required - painting, flooring, blinds, lighting & ventilation
- ⇒ Place workers in near proximity who frequently collaborate on projects
- ⇒ Be sure to plan for adequate storage and equipment areas to avoid clutter & safety hazards



### TOP TIP:

Think flexibility! Incorporate enough flexibility in your new office floor plan to accommodate future contraction / retraction or consolidation.



### ACTION:

For further information on the important issues surrounding office space planning, office design and office build out refer to the [Tenant's Guide to Office Design](#).



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## OFFICE FURNITURE

Office furniture is an important aspect in assuring a favorable 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.

- ⇒ Decide on your furniture requirements for your new office
- ⇒ Utilize modular furniture
- ⇒ Will you utilize existing furniture or do you require new?
- ⇒ If new furniture is required should you buy or lease?
- ⇒ Schedule date for delivery of new furniture
- ⇒ Consider how you can (profitably) dispose of any unwanted furniture
- ⇒ Discuss ergonomic needs with HR and your staff



### TOP TIP:

Try to use “modular furniture” as this will allow for different configurations and provide flexibility for growth/contraction and offers many space saving solutions .



### ACTION:

Decide on what office furniture you can re-use, what you can recycle and what items need to be bought new.



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## IT & TELECOMS CONSIDERATIONS

Working with an IT & Telecoms Relocation Company ensures your IT equipment and phone systems are transferred, assembled and fully functional in the new office with no disruption to business operations.

- ⇒ Inventory all your requirements for telephones, computers, faxes, copiers etc.
- ⇒ What is coming from old office & what will be bought new?
- ⇒ Create a configuration plan for telephone systems & computers
- ⇒ Decide on standard cabling outlet configuration (Voice & Data)
- ⇒ Identify where power cables are required
- ⇒ Consider best location for workstations
- ⇒ Create a Business Continuity Plan in the event of a disaster or delay
- ⇒ Discuss all of the above with your internal IT team and/or your IT/Communications vendor
- ⇒ Agree: overall requirement, hardware, software, licenses, networks, cabling, power cables, installation & testing



### TOP TIP:

Remember that you will have to fulfil the continuity needs of your staff & customers and maintain connectivity throughout the office move process.



### ACTION:

You will need to create an installation plan for the following:

- Cabling
- Telephone Systems
- Data Points
- Computers, Servers & Networks



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## 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.

- ⇒ Use the move to remind your customers what a great job you do for them
- ⇒ Notify customers of your change of address & outline the positive reasons for the move
- ⇒ Consider personally telephoning your key customers and letting them know it will be "business as usual"
- ⇒ Letters to the bank, insurance companies, government agencies,
- ⇒ Notify all office suppliers & vendors
- ⇒ Arrange for mail to be forwarded to new address
- ⇒ Inform all utility vendors at least 2-3 weeks in advance of your move date



## TOP TIP:

Make your office move the centre of a marketing & PR campaign and create a splash in local press and promote the move positively. It works!



## UPDATE:

You will need to update and/or renew the following:

- Service Agreements
- Licences
- Insurances
- Equipment Leases



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## HIRING YOUR OFFICE MOVING COMPANY

You should use a professional Office Moving 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.

- ⇒ Engage an Office Moving Company
- ⇒ Order crates & packaging
- ⇒ Make copies of the new floor plan available for the Office Moving Company
- ⇒ Have labels for all furniture & equipment to match the new floor plan
- ⇒ Consider color-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 cell phones)
- ⇒ Clean up "old" office, make good any damages and hand over outgoing property to landlord on exit



### TOP TIP:

Always hire a **Moving Company** that specializes in office moves.



### ACTION:

Get **free Moving Quotes** for your Office Move from independently sourced companies.



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## MATTERS ON ARRIVAL

These are things to think about for when you get to your new office in order to facilitate the smooth transfer from one office to another.

- ⇒ You will need a Test Plan to check: phones, computers, networks, servers & all electric equipment
- ⇒ Contact the local police traffic unit and make temporary parking arrangements to keep entrances clear during move
- ⇒ 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
- ⇒ Ensure that the Office Relocation Project Leader signs off on each part of the move
- ⇒ Set up a "lost & found" area at both sites
- ⇒ Keep a supply of refreshments available on both sites
- ⇒ Distribute access cards and keys to all staff



## TOP TIP:

Security & safety should be prioritized so insist everyone is aware of alarm procedures and is vigilant to any suspicious activity.



## ACTION:

Co-opt the full support of your IT team to ensure all IT equipment and business phones are fully operational.



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## AFTER THE OFFICE MOVE

There are still some important tasks to tick-off before you can finally say “job done”!

- ⇒ Conduct a thorough site inspection of the new office
- ⇒ Use the first day to troubleshoot any issues that may arise from user-testing and get your IT & Telecoms Company to rectify these issues
- ⇒ Identify any defects and follow these up with the Office Build Out Contractor
- ⇒ Reconcile all vendor invoices against their quotes - and identify & resolve any discrepancies
- ⇒ Hold an internal and external launch party to showcase your new offices to clients and boost staff morale
- ⇒ Implement any training on new IT and/or phone systems



### TOP TIP:

An office move is the perfect time to consider new solutions and review and/or switch office vendors to make sure you get the best cost package & service that suits your new requirements.



### ACTION:

Hold an internal meeting with Team Leaders to check-in with how staff are acclimatizing to their new workplace and review positive (or negative) feedback.



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## Office Relocation Service Providers Contact Sheet

Provider	Company Name	Contact	Telephone	Email
Tenant Rep Broker				
Real Estate Lawyer				
General Contractor (Architect, Space Planner, Office Designer & Office Build Out)				
IT & Telecoms Company				
Office Moving Company				

### Disclaimer

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