



Office Moves for Dummies

EVERYTHING you need to know about **moving office**

Moving office can be a complicated, time consuming, stressful and a potentially expensive journey into an unknown world. A successful office move demands painstaking coordination, meeting of deadlines and juggling tasks. Add to that the prospect of trying to continue to focus on existing workload and commitments. It's no wonder moving office is widely considered one of life's most stressful events.

That's why we've created our very own **Office Moves for Dummies**. It's simple, practical and tells you the key stages involved in the office move process.

This easy-to-follow guide will enable you to carry out the many tasks involved in moving office like a true office relocation pro ... and at the end of it, you'll be glad you've got Help Moving Office!

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Key Dates

- Termination date (or break option) of existing lease
- Notification date and method to current Landlord (check this in the lease)
- Required date to be in new office
- Target date for finding new office
- Completion date of lease negotiations of new office
- Commencement & completion dates for fit-out or refurbishment of new office
- Incorporate all these (and other) dates into a [Moving Office Timetable](#)

Office Move Strategy

- Select suitable and competent Office Move Project Leader
- Get buy-in from internal decision makers on key drivers & major requirements of new office
- Co-opt support from internal departments (Sales, Marketing, HR, IT, Finance etc.)
- Develop and communicate the Move Plan to employees

Develop Moving Office Brief

- Establish current and projected staffing levels
- Establish key operational areas (meeting rooms, reception, offices, board room, kitchen etc.)
- Establish required size of new office
- Identify desired location of new office
- Agree type & style of new premises
- Determine the type & length of lease required
- Develop a [Moving Office Budget](#)

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Selection of New Premises

- Interview and instruct a [Property Consultant](#)
- Establish a short list of suitable properties
- Visit and evaluate each property with your Consultant
- Review cost analysis of preferred options
- Examine viability of space plans of each option
- Identify target premise (s)

Legal Considerations

- Interview and instruct a [Property Solicitor](#)
- Review exit strategy of current lease
- Understand restrictions, liabilities and obligations within existing lease
- Negotiate the detail of the lease documentation on new property
- Ensure commercial interests are safeguarded and included in the lease

Office Design & Fit-Out Details

- Arrange for [Office Fit-Out companies](#) to pitch on the delivery of your new office environment
- Develop initial space plans and concepts on preferred option (s) for new office
- Discuss & agree design ideas and layout of new office
- Get detailed design, specification, costings & timings quotations
- Appoint preferred Fit-Out partner and sign off on design plans & budget
- Statutory approvals process begins (Building Regulations, Planning Permission, Landlords Approval etc.)

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IT & Telecoms

- Discuss your technology requirements with [IT & Telecoms Consultants](#)
- Establish IT & Telecoms infrastructure in new office
- Inventory of all IT & Telecoms equipment and audit future requirements
- Identify any equipment that needs upgrading or replacing
- Establish whether efficiencies and cost saving measures can be achieved through reviewing or switching service providers
- Establish key dates with BT and other service providers
- Determine a suitable test plan for all equipment at new office prior to move day

Telecoms

- ⇒ Determine number of lines required (with flexibility and scalability)
- ⇒ Take existing phone numbers with you?
- ⇒ Review existing telecoms service provider and agreement
- ⇒ Identify phone systems specification

IT

- ⇒ Understand your print solutions requirements (printers, faxes, copiers etc.)
- ⇒ Draw up configuration plan of new office incorporating network cables and phone lines
- ⇒ Establish IT hardware, software & support requirements in new office
- ⇒ Identification of server requirements and location (on or off site?)
- ⇒ Determine internet and computer network requirements

Download the [IT & Telecoms Checklist](#) for more information

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The Physical Move

- Meet with [Office Removals Companies](#) and assess their capability
- Arrange for specialist removal of any technical equipment
- Arrange for crates and labels for staff
- Triple confirm move date with removal company
- Arrange any storage and/or archiving requirement
- Conduct a clear-out of any unwanted items prior to move

Corporate Considerations

- Ensure all marketing collateral is updated (stationery, business cards, website, brochures etc.)
- Organise mail redirection service
- Organise phone and fax redirection (if numbers differ)
- Communicate move to staff, customers, suppliers and service providers
- Update/renew all service agreements, licenses, insurance, equipment leases etc.
- Launch PR initiatives (trade & local press)

After the Move

- Liaise with all internal parties to create snagging list
- Arrange “snagging list” of all issues with relevant parties
- Celebrate the new office move with staff and clients
- Implement any training on new IT and/or phone systems
- Liaise with Property Consultant to ensure you pay lowest possible business rates

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Notes:

- * Office Moves for Dummies has been designed to make you aware of the key issues that you may face during the planning and implementation of an office move. The detailed contents will clearly depend upon the individual requirements and circumstance of each business.
- * The intelligent use of your moving office project planning documents, spreadsheets and checklists will not only help you plan the office move, but also act as your roadmap to carry out the many tasks involved in the project.

Your Move Team— working with the right professional team is the single biggest “must do” for a successful office move

Provider	Company	Telephone	Email
Property Consultant			
Property Solicitor			
Office Design & Fit Out			
IT & Telecoms			
Office Removals			

Go the [Moving Office Guide for your area](#) to get specific information, guides and contacts for your location.

Disclaimer 2011 Help Moving Office

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