

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 definitive Moving Office Checklist covers every aspect of an office move. It guides you through each step of the office move planning process and is loaded with top tips for a successful office relocation – from the planning and preparation of the office move, right through to the actual move-in day and beyond.

1. THE BIG DECISIONS THAT NEED TO BE MADE EARLY	NOTES
<p>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.</p>	
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?	
<p>Top Tip: Before you start, ensure you have agreement on the key drivers of your office move from decision makers in your company.</p>	

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2. TIMETABLE	NOTES
<p>You will need a detailed Timetable 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 should include:</p>	
When you want to move	
Coordination between the old and new leases	
Discussion with external companies 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 property	
Review of timescales with all move suppliers	
Revise timetable as required	
<p>Top Tip: Refer to the free Moving Office Timetable</p>	

3. BUDGET	NOTES
<p>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:</p>	
Rent, rates & service charge on new property	
Rental deposit on new property	
Professional fees (property consultant, legal, insurance)	

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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	
Top Tip: Refer to Moving Office Budget Template	

4. SELECTION OF YOUR NEW OFFICE SPACE	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 consultant . 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 budget for rent, rates & service charge	
Car parking requirements	
Choose Property Consultant	
Top Tip: Discover why using a Property Consultant will save you money	

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5. SET UP AN OFFICE RELOCATION TEAM	NOTES
<p>It is a good idea to set up an Office Relocation Team under a Project Leader. Some points to consider include:</p>	
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	
Top Tip: Refer to Help Moving Office for guidance on how to put the right moving office project team together	

6. NEW OFFICE FLOOR PLAN	NOTES
<p>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 expectations. Considerations include:</p>	
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	
Top Tip: Help Moving Office has independently sourced and approved Office Design & Fit-Out companies in your area	

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7. IT & TELECOMS	NOTES
<p>Working with specialist IT & Telecoms Consultants ensures your communications infrastructure is properly managed, assembled and fully functional in the new office, with no disruption to business operations.</p>	
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	
Create a Business Continuity Plan in the event of a disaster or delay	
Discuss all of the above with your internal IT department and/or your IT/Communications provider	
Agree: overall requirement, hardware, software, licenses, networks, cabling, power points, installation & testing	
<p>Top Tip: Remember that you will have to fulfil the continuity needs of your staff and customers and maintain connectivity throughout the office move process. Refer to the IT & Telecoms Checklist for further advice.</p>	

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8. OFFICE FURNITURE	NOTES
Decide on your furniture requirements for your new office	
Will you utilise existing furniture or do you require new?	
If new furniture is required should you buy, rent or lease	
Schedule date for delivery of new furniture	
Consider how you can (profitably) dispose of any unwanted furniture	
Top Tip: Discuss your office furniture requirements with your Office Fit Out Company	

9. GENERAL OFFICE PLAN	NOTES
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	
Top Tip: Moving office is an opportunity to update to modern, efficient and space-saving equipment	

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10. NOTIFICATION	NOTES
<p>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.</p>	
Utilise the move to remind your customers 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	
<p>Top tip: Involve your Finance, Admin, Sales & Marketing Departments</p>	

11. UPDATE	NOTES
<p>You will need to update and/or renew the following: -</p>	
Service Agreements	
Licences	
Insurance	
Equipment Leases	
<p>Top Tip: Moving office can provide a trigger for renewing/switching supplier contracts on favourable terms</p>	

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12. INSTALLATION PLAN	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	

13. REMOVALS	NOTES
You should use a professional Office Removals 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 boxes & 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	

Top Tip: Help Moving Office can help by referring [Removal Companies](#) that can offer the most competitive & professional service

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14. TEST PLAN ON ARRIVAL AT NEW OFFICE	NOTES
<p>When you get on site in the new offices, you need the minimum overlap of running two offices simultaneously; and the minimum downtime of not being operational at all. You will need a Test Plan to check:</p>	
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	
<p>Top Tip: Co-opt the full support of your internal IT team and your <u>IT & Telecoms Consultants</u> to ensure that all your communications infrastructure is fully operational</p>	

15. OTHER MATTERS ON ARRIVAL	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 Office Move Project Leader signs off on each part of the move	

16. AFTER THE MOVE	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	
Hold an internal and external celebration party to show off your new offices to clients and boost staff morale	

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Your Move Experts Contact Information

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 Fit out Company			
IT & Telecoms Consultants			
Office Removals			

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



Following the right processes & working with the right office move service providers will maximise your chances of a successful office move.

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