

A GUIDE TO YOUR
OFFICE RELOCATION

Office Relocation Checklist

OP

Pre-move

The relocation of your business assets and personnel can be a challenging proposition. Here are some points to consider when organising the move into your new office:

IT equipment Do you need to speak to the IT and Telecoms company regarding the movement of technical equipment? Your IT and telecommunications equipment is key to the continued running of your business and the decommissioning and relocation of these facilities should be considered before anything else.	Crates Organise all the necessary crates for everyone to move belongings and ensure you have plenty of labels.
Occupation plan Make an occupation plan for the new office (who goes where and who gets what).	Rota Prepare a rota for who will be where and when (ensure everyone has a copy with mobile numbers).
Storage Consider your requirements for off-site storage and archiving requirements.	Marketing material Liaise with the marketing team to ensure that all marketing collateral is updated, including stationery, website and brochures etc.
Communication plan Organise a communication plan for the staff, customers, suppliers and service providers.	Walkthrough Schedule a walkthrough with your D & B specialist to look for snags.

On Arrival

On arrival in the new office, you should consider the following:

- You will need a test plan to check all equipment (phones, computers, networks, printers etc.)
- Check the 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 gets delivered
- 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
- Ensure that the office relocation project leader signs off each part of the move
- Create a welcome pack for the staff so that they know how to use the new offices. It may be appropriate to include such things as where the stationery is located, how to use the telephones and instructions as to how to set up the task chairs, for example
- Ensure that your fit-out specialist provides the O & M manuals for advice on the products and services provided, including the maintenance requirements for the equipment.



Next Steps

Once you have relocated into your new office, ensure you take some time to consider the following:

Review Following your relocation or refit, it is essential that you review what you have achieved and measure this against your original objectives.	Evaluate the partnership Evaluate how well your partnership with the fit-out specialist has worked.
Consider the benefits Analyse the business benefits that you have achieved through the office fit-out. Do they meet the objectives that you set out to achieve at the beginning?	Other improvements? Discuss these with your D & B specialist as there may be further (quick and simple) enhancements that you can make that will further improve your working environment.
Throw a party! Once you are enjoying your new working environment, it is an opportune time for publicity as you have something exciting to show your clients. Invite them to visit your new offices to see the investment you have made in your staff and clients.	





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