




THE COMPLETE CHECKLIST FOR... **YOUR OFFICE MOVE**



Moving into a new office space is an exciting time. A new environment is often what your business needs to get to the next level.

However, planning a move can be stressful, so we've put together a useful checklist that'll make sure your move runs as smoothly as possible.


See a  ?

That's included with an Orega serviced office!



YOUR MOVING BUDGET

Do you have budgets in place?

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- ☒ Occupancy costs (rent, service charges, taxes, energy, maintenance, etc.)
 - ☒ Transaction fees (for property agents)
 - ☒ Fire plan assessment – building
 - ☐ Fire plan assessment – office
 - ☐ Design and fit costs
 - ☐ Contents insurance costs
 - ☐ Admin costs – stationery, website update, mail redirects, PR, office launch event
 - ☐ Printing costs – Orega offers print services
 - ☐ Disposal costs of old furniture, computers, general waste
 - ☐ New furniture
 - ☒ IT cabling
 - ☐ Environmental assessments
 - ☐ Dilapidation costs for your old space
 - ☒ Dilapidation costs for your new space
 - ☒ Air conditioning, heating and ventilation
 - ☒ Energy performance
 - ☐ Temporary storage space during the move
 - ☒ Building security
 - ☐ Individual office security

SET UP A MOVE TEAM

It's a good idea to set up a team under a project leader

- ☐ Your move team should include a representative from each department of your business
- ☐ Hold regular meetings with your move team in the lead-up
- ☐ Keep staff regularly involved in the process and informed about the progress of your move
- ☒ Arrange loading bays, car parking and moving day liaison

OFFICE DESIGN COMPANIES

Designing and fitting out your space will be your biggest cost.

There's a few things you and your office designer need to think about...

- ☐ Surveying of your new building
- ☐ Interior design
- ☐ Construction
- ☐ Furniture selection and procurement
- ☒ Mechanical and electrical design
- ☒ Calculating your space
- ☒ Air conditioning and heating
- ☒ Plumbing
- ☒ Planning permission
- ☒ Health and safety
- ☒ Telephone systems
- ☒ IT cabling
- ☐ Move management (packing up, furniture assembly, boxes and crates etc.)
- ☐ Is your office design company reliable? Are they financially stable, guarantee on-time completion and have proper insurance in place?



BUILDING SURVEY

Take a close look at the building you're about to move into,
and ask yourself the following questions:

- ☒ Is the building modern/up-to-date?
- ☒ How flexible is the building? Is there room for your business to evolve?
- ☒ Are there any disabled facilities?
- ☒ Does the building have lifts?
- ☒ Is the building energy efficient?
- ☒ Is the place secure?
- ☒ Is there a fire plan?
- ☒ Check for asbestos and other risks
- ☒ Does the building have enough floor boxes and data points to run cabling?

FINDING THE RIGHT FURNITURE

- ☐ Is your furniture covered by warranty?
- ☒ Is your furniture suitable/practical for everyday work?
- ☒ Are your chairs ergonomic?
- ☐ What are the costs associated with furniture delivery and assembly?
- ☒ Is extra storage provided if required?
- ☐ What will your budget allow? Will you need to rent your furniture?
- ☐ Does the furniture style fit with your business's brand?

IT AND ELECTRICITY

- ☐ Does the building have enough power points?
- ☒ Will your landlord/service provider add more?
- ☐ Does the building have enough floor boxes/data points and where are they?
- ☒ Will your landlord/service provider add more?
- ☐ Where will printers and photo copiers sit?
- ☒ IT management – do you have someone who will make sure it all works?
- ☒ Cabling
- ☒ Servers
- ☒ Service and support

INSTALLATION

- ☒ Cabling
- ☒ Telephones
- ☒ Data points
- ☒ Computers, servers and networks
- ☒ Gas, water, electricity, heating



NOTIFICATION

Keep external people informed of your move...

- ☐ Notify customers of your change of address and outline the positives for moving
- ☐ Letters to the bank, insurance companies and Inland Revenue
- ☐ Notify all vendors and suppliers
- ☐ Contact the Post Office and arrange mail to be forwarded to your new address
- ☐ Inform your utility providers at least 2-3 weeks in advance of your move date

TIMELINE

Two months before you move the pace will increase. Here's what to do when:

EIGHT WEEKS BEFORE

- ☒ Measure new office
- ☒ Approve new furniture layout
- ☐ Confirm delivery dates of new furniture
- ☐ Select removal team/department coordinators
- ☐ Appoint internal move representatives

SIX WEEKS BEFORE

- ☐ Meet with your move team and assign responsibilities
- ☒ Order new services (e.g. cleaning)
- ☒ Speak to current and new landlord and neighbours about access

FOUR WEEKS BEFORE

- ☐ Get security company to survey the new office
- ☐ Get removal quotes and book the best firm
- ☐ Arrange for archive storage for files you no longer need in the office
- ☐ Sort out personal contents insurance, business rates, IT, electronics/cables, phones and phone lines

THREE WEEKS BEFORE

- ☐ Tell current suppliers your move date – milk, newspapers, water cooler (Orega provides these services at no extra cost)
- ☐ Get stationery quotes
- ☐ Organise change of address notification to contacts and suppliers
- ☐ Label up IT and furniture
- ☐ Order crates from your removal company

TWO WEEKS BEFORE

- ☒ Install all phones and broadband
- ☐ Create a staff seating plan
- ☒ Carry out a risk assessment and safety plan
- ☐ Set up forwarding numbers and postal redirections ready for move date
- ☒ Begin kitchen build if required
- ☒ Organise the installation of essentials into your new office – drinking water, internet, phone line

ONE WEEK BEFORE

- ☒ Research best deals for utilities, milk, water cooler etc.
(Orega provides these services at no extra cost)
- ☒ Build any big storage units
- ☒ Phone training for employees
- ☒ Organise access cards/IDs
- ☒ IT company to set up cables and wiring
- ☐ Furniture delivered
- ☐ Removal team set up furniture
- ☐ Send change of address notice to all contacts
- ☐ Organise cleaners to do final clean of old office (if landlord requires it)

MOVE-IN DAY

- ☐ Hang whiteboards/artwork
- ☐ Remove excess furniture
- ☐ Remove crates/packing materials
- ☐ Relax!

Ready to make the leap? We're sure you'll be well on your way to a smooth move after ticking off everything on our checklist!

Be sure to check our blog for lots of other handy tips, tricks and inspiration on office space.