



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.