

**OUR  
GUIDE  
TO A  
SMOOTH  
OFFICE  
MOVE**

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# 1

## CREATE YOUR TEAM

**No business move can be organised by one person alone. There are plenty of pitfalls to watch out for. The key ones tend to be computer and IT problems, lack of planning and staff communication. So your first task is to create a move team appointing key members of staff who work across all departments.**

# 2

## PROJECT MANAGEMENT

The team is there to support the project leader so picking the right leader is imperative. They must have the time to take on this role alongside their normal work. Divide specific responsibilities amongst the members. Ensure all departments are covered eg. Sales, IT, HR, Operations & Marketing.

### Team jobs

Create a move timetable. Agree your move budget. Agree job roles and responsibilities. Create a reporting structure. Research & appoint contractors and suppliers. Agree a timeline with deadline dates.

### Project leader

Their responsibilities should include:

- Overseeing the whole timetable.
- Managing and co-ordinating plans.
- Budget management.
- Spotting the bottlenecks and problems.



# 3

## OFFICE EQUIPMENT

Office equipment such as computers, photocopiers and other machinery is often leased so you'll need to contact the leasing company about how your contract may be affected in the move.

- Can you move it or does your supplier have to?
- Can you keep the existing equipment or will they replace it with new items?
- Will it be delivered to your new premises?
- Does it require specialist removal equipment?

# 4

## ASSET INVENTORY

- Complete a full asset survey of all your equipment and furniture.
- Take photographs if it helps and ensure you include all departments.
- You'll need to note their measurements, what it is, age, condition and quantity.
- This can be used later for your floor planning, whether to keep it, dispose of it or store it.
- This will help your removals surveyor when planning your quotation.

# 5

## IT AND TELECOMMUNICATIONS

This potentially is the most crucial element of an office move. The key is to keep your downtime to a minimum. Get in touch with your existing IT and Telecoms supplier as early as possible.

Seek professional advice and depending on the size of the project consider using specialist contractors

Your removals company may offer this as part of their service.

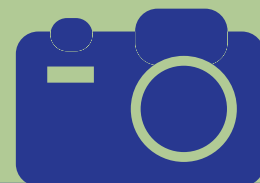
### What to do

1. Carry out a new site survey.
2. Plan the IT & telephone installation time frame.
3. Check you can transfer your existing telephone numbers, if not plan for changing them.

4. Book specialist contractors if required.
5. Obtain accurate plans of your new office showing power points, telephone lines and power cables.

### Things to consider

- Will the new premises be capable of managing your cabling and wiring requirements?
- How will you test the services before going live?
- What back up servers do you have?
- What new equipment might you need?



Take photographs of complicated computer and telephone connectivities. If you are not using a third party this will be invaluable on move day.

# 6 COMMUNICATION

Part of planning an office move is communication. Who should you tell, when and how? Each audience will have a different key message.

The best way of doing this is to create a communication plan for each; your employees, customers and suppliers.

- What media will you use to tell them and when will you tell them?
- Can you make an event out of it e.g. team building party for staff.
- Invite your customers and suppliers to visit your new premises.

## TOP TIPS

1. Create a move team as early as possible. Agree responsibilities, timetable and deadlines.
2. Choose and appoint your removals company well in advance ensuring you get the move date you want.
3. Source other specialist suppliers if required.
4. Communicate move plan with all staff.
5. Order any new furniture to be delivered to the new premises on move day.
6. Will you need storage?
7. Take photographs of IT connections they could be invaluable on the day for re-connectivity.
8. Check your insurance and how you are covered.



# 7 MAKE A MOVING DAY-PLAN

Move day has arrived and you'll need a plan. Here are the keys things you'll need to consider.

- What members of staff do you need there on the day?
- How you are going to communicate with each other.
- Who will have keys and security passes if required?
- What parking permits are needed and is access traffic free?
- How much of your items do you want unpacking by the removals company and how much will be left to staff?
- Who will be responsible for clearing and cleaning of the old premises? Will you require professional cleaners?
- What is for rubbish and what are you recycling?
- Depending on the size of the move you may need to consider catering requirements.

# 8

## SPACE & WORKSPACE

Does your new premises offer an opportunity for a complete re-think for your office environment?

Could you join up different departments? Have you considered going 'open plan'? Are you going to renew all your office furniture?

As part of your office move, planning your new workspace is no small job. You could employ a specialist to do this and some office furniture suppliers offer this as a free service.

### Understanding the constraints

Planning the new workspace - IT, telecoms and electrical requirements will be a main driver in organising the desk planning, configurations and office layout.

Getting this drawn out as early as possible will help identify budget issues if new systems are required.

Liasing with the staff and getting their buy in to the new layout is also important.

# 9

## CHOOSE A REMOVAL COMPANY

When getting your quotes in for removals companies choose one who specialises in business moves. They will be able to provide you with a move plan, identify the pitfalls and be used to working with other suppliers such as IT experts and designers.

- Choose 3 removals companies ensuring they are members of the British Association of Removals (BAR).
- Check their credentials and references.
- Make an inventory and move specification and send this to the removals companies for quoting.

- Ensure removals companies visit both premises prior to quoting
- Check their terms & conditions, health & safety and insurance details of their proposal.
- Choose your removal company and meet their move manager, if required, to plan the move in detail.



# 10 MOVING OFFICE, CHECKLIST

- 1. Appoint your move team and leader.
- 2. Design your space plan for the new site.
- 3. Obtain quotes and appoint your removal company.
- 4. Communicate the move plan to all of your staff.
- 5. Bring any external suppliers together and service providers to finalise the move plan.
- 6. Arrange for final site inspections for IT, Telecommunications and removals companies.
- 7. Order your new stationary.
- 8. Confirm move date.
- 9. Do you need a paper clear out. Ask your removal supplier if they offer document archive and destruction service.
- 10. Notify relevant parties of your change in contact details e.g.: Insurance, Royal Mail, Bank and financial companies, Equipment suppliers, HM Revenue and Customs, all suppliers, Customers.
- 11. If access to new site is available get IT set up in advance - servers, cables, wiring.
- 12. Ensure new furniture is ready for delivery.
- 13. Set up labelling procedure and take delivery of crates.
- 14. On the move day be on site for removers and IT liaison.
- 15. Ensure clean up exit strategy is implemented.
- 16. Test IT and Telecoms.
- 17. Complete unpacking and return the crates.
- 18. Move complete, take a holiday!