



Business Moving Checklist



'Whatever the size of your move, it will adsorb time, effort and energy. As with most major projects, the planning you do before-hand will pay dividends, and could even provide you with additional opportunitites.'

Business Moving Checklist

Decisions that need to be made EARLY

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.

- 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?

Timetable

You will need a detailed Time Plan 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 include:

- When you want to move
- Coordination between the old and new leases
- Discussion with external companies to discuss your requirements (Property Agents, Solicitors, Fit-Out and Removals Companies)
- 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
- When the move has to be completed
- Review of timescales with all move suppliers
- Revise Time Plan and/or Requirements as required

Choosing a removal company

- Prepare a preliminary inventory
- Prepare a preliminary move specification
- Research a shortlist - ask business contacts for recommendations
- Check that shortlisted companies are registered members of the British Association of Removers' Commercial Moving Group (www.bar.co.uk)
- Investigate the company's quality policy and accreditations to understand its approach to quality
- Ask shortlisted companies to tender for your move against your inventory and specification
- Give each company a chance to visit your current premises to scope the project
- Check terms and conditions, insurance and indemnity, and health and safety procedures
- Ask for at least three local references
- Investigate whether you require an off- or on-site project manager
- Ask to meet the move manager who will be responsible for your move. Involve your project team in these meetings
- Ask your chosen supplier back to 'walk the course' at each site and to attend a move planning meeting with your project team
- Ask about how the company can assist with the disposal of any unwanted items in an environmentally friendly way.



Business Moving Checklist

Budget

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:

- Rent, rates & service charge on new property
- Rental deposit on new property
- Professional fees (commercial property agent, legal, insurance)
- 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

Selection of your new office

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 Agent. You will need to brief them on:

- Size of office required
- Length & type of lease required
- Your preferred location
- Type of building sought
- Your budget for rent, rates & service charge
- Car parking requirements

New office floor plan

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 expectation. Considerations include

- 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



Business Moving Checklist

Set up Move Team

It is a good idea to set up a Move Team under a Move Project Leader. Some points to consider include:

- 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



IT & Telecoms

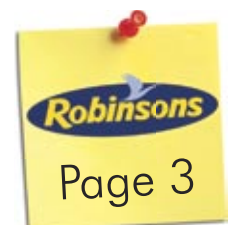
You will need to:

- 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
- Discuss all of the above with your internal IT department and/or your IT/Comms provider
- Agree: overall requirement, hardware, software, licenses, networks, cabling, power points, installation & testing

General office plan

There are a 101 other things to consider – including:

- 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



Business Moving Checklist

Office furniture



You will need to:

- Decide on your furniture requirements for your new office
- Will you utilise existing furniture or do you require new
- If new furniture required should you buy, rent or lease
- Date scheduled for delivery of new furniture
- Consider how you can (profitably) dispose of any unwanted furniture

For example, using Robinsons Di-vert service enables your company to dispose of unwanted items that can unlock the hidden value in redundant office assets and equipment

Notification

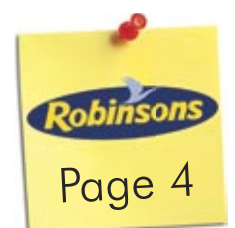
It will be important to keep a whole host of external people informed of your move - what is going on and what the time scale is.

- Utilise the move as a reason to communicate with your customers & remind them what a good job you do for them
- Notify customers of your change of address & outline the positive reasons for the move
- Consider telphoning 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

Update

You will need to update and/or renew:

Service agreements
Licenses
Insurance
Equipment leases



Business Moving Checklist

Installation plan

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

Removals

You should use a professional 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 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 - These should be supplied by your moving company
- 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

Hints to help staff pack crates

- Empty crates are delivered in stacks of 20 to 25, nested into one another for economy of space
- Crates can be used for the packing of most office items – files/paperwork/books/desk contents. Crates hold approximately the equivalent of a drawer of a four-drawer filing cabinet
- Crates should not be filled over the stacking bars or lid
- Crates should never be placed on desks
- Delicate items should be wrapped before placing in the crate
- Fragile items should be placed in cartons marked 'Fragile'
- Take care not to pack crates too heavily: a packed crate should still be capable of being carried by one person with care, and by two people with ease
- Crates should be stacked two-high and moved by the removal company



Business Moving Checklist

Test plan on arrival at new office

When you get on site in the new offices, you need the minimum overlap of running two offices simultaneously; and the minimum down time of not being operational at all. You will need a Test Plan to test

- 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

Other matters on arrival

- 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 Move Co-Ordinator signs off on each move part

After the move

- 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



Top Tips for successfully moving offices

- Allow enough time to plan
- Appoint your project manager and project team early
- Agree tasks, responsibilities and reporting procedures
- Agree the move timetable, deadlines and target dates
- Analyse the needs of each department and work with a space planner to plan the new space
- Communicate the plan to your employees
- Review and rationalise filing, storage, stationery and marketing materials
- Manage staff input to control workplace politics
- Select and appoint your removal company at least three months before your move to get some advice and guidance and to understand the costs of the project
- Recognise and understand the resources you will need; appoint specialist advisers as and when you need to
- Ensure that your relocation specialist provides a detailed move plan, with allocation of resources included in the quotation

