



5 steps to a smooth office move

#1 choosing the right office

Choosing the right office is vital to your business. variables such as location, size, parking and rent can have an impact on any decision.

Here are some things to consider

- Are you looking to increase your office space?
- Are you looking to decrease your office space?
- Have you chosen a property consultant?
- Have you identified your target premises?
- Have you created a realistic budget?

#2 selecting your preferred partners

Choosing the right partner is essential to the success of your move. They will understand how your business works, talk to you about your needs and give you expert advice. Commercial agents, solicitors and design & fitout companies will help you avoid pitfalls, saving you time, money and hassle.

Here are some things to consider

- Have you begun initial space planning for your potential new premises?
- If so is the service free of charge?
- Will you be utilising existing office furniture?
- Will you be utilising existing IT hardware and software?
- Does the building need data cabling and/or repositioning of floor boxes?
- Will your server room/office space need air conditioning?

#3 planning your move

Choosing the right partner is essential to the success of your move. They will understand how your business works, talk to you about your needs and give you expert advice. Commercial agents, solicitors and design & fitout companies will help you avoid pitfalls, saving you time, money and hassle.

Here are some things to consider

- Have you made a list of all installations for various utilities?
- Have you planned in which order the installations should be?
- Have you chosen your office removal company?



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#4 your move

Moving offices is a great time to clear out all your unwanted files. Use the time to send out a positive message to customers and potential clients, letting them know you've moved.

Here are some things to consider

- Have you ordered packaging for your equipment/files etc?
- Do you have copies of floor plans for the removals company?
- Are all furniture items clearly labelled to match the floor plans?
- Have you made a seating plan for staff?
- Are your dilapidation plans in place?
- Have you organised a rota for who will be where and at what time?
- Are arrangements in place to clean your old office?

#5 after care

Moving offices is a great time to clear out all your unwanted files. Use the time to send out a positive message to customers and potential clients, letting them know you've moved.

Here are some things to consider

- Will you take pictures and inspect the site?
- Are there any snagging issues?
- Have you notified all staff, suppliers, customers and utilities providers of your move?
- Will you be renewing your service agreements, licensing, leases and insurance?