



your office move checklist

Organising and implementing an office move is unfamiliar for most people. To ensure your move runs smoothly and stress-free, this checklist offers a complete guide to help you in planning and achieving your office move with minimum hassle to your business.

#1 choosing the right office

- check current lease expiry date
- assign an office move manager
- agree office move requirements and brief
- agree budget
- choose a property consultant and instruct
- view potential properties
- arrange your property shortlist
- choose a property solicitor
- obtain costs on shortlisted properties
- choose preferred office and make offer
- negotiate details of the lease
- sign lease

#2 selecting your preferred partners

- choose a design and fit out company
- visit premises with preferred supplier and brief them on your requirements
- approve fit out companies layout drawings
- audit current furniture to be taken with you
- approve quotation for new furniture
- audit current IT software and hardware

#3 planning your move

- take staff to view new site
- brief preferred IT supplier regarding move
- arrange cabling, furniture interiors and IT to be delivered and installed
- arrange for utilities to be installed



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#4 your move

- choose an office removal company
- brief and confirm the move date
- mark and identify items to be moved
- supply removal company with floor plans
- order packaging for equipment and files
- inform all staff of move date

#5 after care

- arrange for dilapidations to take place
- inspect site
- raise any snagging issues
- notify all suppliers, customers and utilities providers of move
- renew service agreements, licensing, leases and insurances
- update and order new stationery and marketing material