

Moving an office can be a complicated, time consuming and a potentially expensive journey into an unknown world.

That's why we've created our very own Office Relocation 101. It's simple, practical and tells you the key stages involved in the office move process.

#### Key Dates Notes:

- Termination date (or break date) of existing lease
- Notification date and method of current Landlord
- Required date to be in new office
- Target date for finding new office
- Completion date of lease negotiations of new office
- Commencement & completion dates for build-out of new office

#### Office Move Strategy

- Select suitable and competent Office Move Project Lead
- Internal decision makers decide key drivers & major requirements of new office
- Support from internal departments (Sales, Marketing, HR, IT, Finance)
- Develop and communicate the Move Plan to staff

#### Develop Moving Office Brief

- Establish current and projected staff levels
- Establish key operational areas (meetings rooms, reception, kitchen)
- Establish required square footage of new office
- Agree type & style of new office
- Determine type & length of lease required
- Develop Moving Office Budget

#### Selection of new premises Notes:

- Interview and appoint a Tenant Rep Broker
- Establish a short list of suitable properties
- Visit and evaluate each property
- Review cost analysis of preferred options
- Examine viability of space plans of each option
- Identify target office (s)

#### Legal considerations

- Interview and appoint a Commercial Real Estate Attorney
- Review exit strategy of current lease
- Understand restrictions, liabilities and obligations within existing lease
- Negotiate the deal of the lease documentation on new office property

- Ensure commercial interests are safeguarded and included in the lease

### Space Planning, Office Design & Build Out

- Develop initial space plans and concepts for new office
- Discuss & agree on design ideas and layout of new office
- Get detailed design, specification, costing & timings estimates
- Appoint General Contractor and sign off on design plans & budget

### IT & Telecoms Notes:

- Discuss your technology requirements with IT
- Establish IT infrastructure in new office
- Inventory all equipment and audit future requirements
- Identify equipment needing upgrading or replacing
- Determine if cost savings and efficiencies can be achieved through reviewing or switching service providers
- Determine a suitable test plan for all equipment at new office prior to move day
- Identify server requirements and location (on or off site)
- Determine internet and computer network requirements
- Create IT Test Plan to ensure your network is fully operational

### The Physical Move

- Meet with Office Moving Company
- Establish removal of technical equipment, crates and labels for staff, off-site storage
- Confirm move date with Office Moving Company
- Arrange any off-site storage and /or archiving requirement
- Conduct a clear out of any unwanted items prior to move

### Corporate Considerations Notes:

- Ensure all marketing collateral is updated
- Organize mail redirection service
- Organize phone and fax redirection
- Communicate move to staff, customers, suppliers and vendors
- Update/renew service agreements, licenses, insurance, equipment leases
- Launch PR initiatives

### After the Move

- Create a list of damages incurred to any equipment or adjustments needed to any office facilities. Submit list to appropriate suppliers and arrange for work to be carried out.
- Hold an Opening Party at the new office with staff and clients
- Implement any training on new IT and/or phone systems