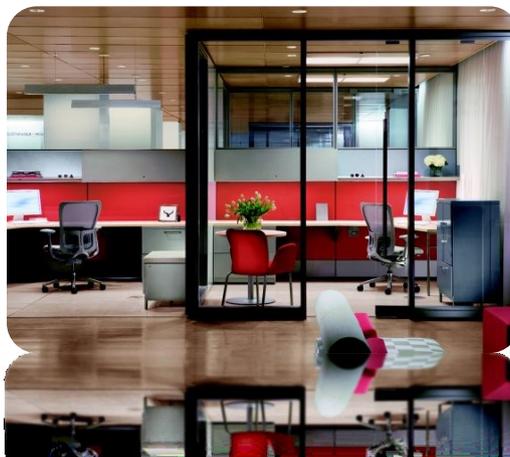


Relocation Checklist

Relocating can be a daunting task for any size organisation. The checklist below outlines all the various considerations prior, during and after your move. Some items on the list are not applicable to all relocations, however this gives a broad indication of the areas to consider.

Costs to consider;

- Occupancy costs (such as rent, service charges, taxes, energy, maintenance, etc.)
- Transaction fees (for property agents, lawyers)
- Insurance costs
- Fire plan assessment
- Planning permission fees
- Design and fit out costs
- Environmental assessments
- IT - cabling and IT equipment relocation fees
- Furniture - the cost of new furniture, delivery and installation
- Disposal costs (of old furniture, computers, rubbish)
- Extra security (during the move)
- Printing costs
- Telecoms - equipment and installation
- Marketing costs - new stationery, announcements, invitations, and website update of new address, plus mail redirection
- Contingency (it is not uncommon to budget an extra 20% for contingencies and changes)
- Dilapidation costs for your old space (many leases require you to put your old space back to its original condition)
- Dilapidation costs for your new space
- Air conditioning, heating and ventilation (check the condition of the HVAC plant in your new building)
- Energy performance (not only do you have to budget for electricity and gas, but you also now have to consider 'green' regulations for your new space)
- Temporary storage during the move if necessary



Communicating with your Stakeholders'

Confusion at the time of relocation can cause anxiety amongst staff. It will pay dividends to keep everyone involved and create buy-in for the move.

- Give people a way to voice their honest opinions and objections (such as an online forum)
- Provide access to an Extranet to share files and plans (for the project team)
- Hold formal presentations of design ideas for staff
- Go on site visits with key stakeholders'
- Give staff tours of the office before its finished
- Create a 'move' newsletter for staff
- Give staff an info pack on the new local area

Finding the Right Furniture

It's not just about cost. There are things like Health & Safety and ergonomics to think about.

- Is your furniture practical, for everyday work?
- Are your chairs ergonomic?
- Is everything covered by warranty?
- Is it made from sustainable materials?
- What will it cost to deliver or assemble?
- Do you have enough storage?
- Are you getting good quality for your money? The cheapest option isn't always the best, in the long run
- Would you be better off renting, rather than buying?
- Will your furniture work well with all your computers and other kinds of equipment?
- Does the style suit your identity?



IT, Data and Computers

What sort of systems are already in place? Will all your equipment work properly?

- What else will you need?
- Power points - how many and where?
- Floor boxes / data points - how many and where?
- Printers and faxes
- Comms room / cabinets



- Cabling
- Backup generator if necessary
- Servers
- Service and support
- IT management and coordination – who will make sure it all works?



Telephones and Internet

- Order your telephone connections from your telephony supplier as soon as possible
- Assess your current set-up (the pros and cons)
- Shop around for telephone providers and packages
- How many lines do you need?
- Could an internet-based system (VOIP) be better?
- Can you keep your current phone numbers?
- Do you need voicemail, or a call answering service?
- How will you let people know about your new numbers (mail-out, call forwarding)?
- Don't forget the basics - do you have enough handsets?



Client Communication

Make sure all your clients and suppliers know where you're moving, and when.

- Send out a letter
- Send out an email
- Schedule an update to your company website
- Schedule reprints of company stationery and forms





Planning the move

- Talk to your IT specialists about the transition (they may need time for testing)
- Put someone in charge of managing the packing and de-clutter process
- Make arrangements with your removals company

- Check your new office is fully secure, for when things start arriving
- Arrange all the crates and labels for packing up
- Coordinate any holidays, making sure all the key people are available
- Make sure all your staff know what's happening (when to clear their desks, what to tell clients, when to move, etc.) - they may need reminding!
- Send out an internal newsletter with key dates for the staff
- Arrange to have someone on-hand on the day, to help deal with snags or last-minute problems
- Put proper security in place - at the old site, and at the new site (things could go missing amongst all the confusion)

De-clutter and getting rid of old equipment

There's no point paying to move anything you're not going to need.

- Get rid of any unnecessary clutter
- Clear out old files
- Scan documents you don't need in hard copy
- Dispose of any information securely (shredding, etc.)
- Donate any unwanted furniture, computers, appliances etc. to charity
- Have plenty of extra bins and recycling points set up (it makes it easier for staff to clear out as well as encouraging recycling)
- Arrange for the removal of all rubbish



De-snagging and new office preparation

- Look for snags (schedule a thorough walkthrough with your contractor)
- Clean-up on site
- Thoroughly test everything - phones, computers, lights - one non-working handset can ruin your day
- Final handover
- Arrange supermarket delivery to the new office - tea, coffee, champagne?

Celebrating success

- Arrange a move-in party for staff and/or clients
- Take that long deserved holiday

