

1

Who needs to be involved?

Set up a team of senior staff to prepare the office for a move.

Ensure this team is given time and resources to carry out a complete check of requirements.

Designate a 'Move Champion' who will take on the responsibility of pushing through all the tasks needed and will inform team members of progress.

Keep all high level staff and directors in the loop.

Develop regular consultations with all members of staff to take on their suggestions and help to alleviate their concerns.

Other bodies should also be informed and invited to assist such as any unions, company lawyers or even important clients.

You will need to consider appointing a Chartered Surveyor to offer advice on your new premises and provide a 'Schedule of Works'.

You will need the help of a good Relocation Specialist. They will be invaluable when it comes to organising the move. Remember, they will have done this hundreds of times and will know all the problems you are likely to face and how to overcome them.

2

What help will you need?

Once the new premises have been chosen, the move team should engage with the Relocation Specialist to help them prioritise tasks and help uncover any hidden pitfalls.

The relocation specialist will help with:

1) Space Planning

- How is your new office going to work? The relocation specialist will make a detailed study of your current working environment and take these into account when designing the space in the new office. Considerations such as traffic flow, acoustic issues, data points and communal meeting areas are all important.

2) Future Expansion

- How is the new office going to grow? Considerations will be need to be made on how the space could be altered in the future to allow for expansion.

3) Increase Productivity

- As well as moving and reorganising, what else could your office make use of? Ideas such as breakout areas, visitor data points, recycling areas and new AV equipment can all help to increase productivity.

(cont.)

4) 3D Plans

- Detailed plans are important to demonstrate to all involved the layout. 3D plans bring these to life and provide a quick visual record of how the new office will work.

5) Budget

- The relocation specialist will work to an agreed budget and help to point out where savings can be made. In all office moves there will be alterations and the specialist will help to provide the flexibility ensuring new ideas are accommodated without the project over extending the budget.

6) Planning Permissions

- This is a difficult area for someone without first hand experience to get involved in. Your relocation specialist will understand the fine details of the planning laws and how to speak to them in a language they understand.

7) IT, Cabling and Data Points

- The Space Planning tasks will highlight who and what goes where in the new office.

8) Kitchens and Toilets

- Will these cater for the volume of use and do they match up with your expectations when it comes to fittings?

9) New Furniture

- The relocation specialist will often have such a volume of work they are able to negotiate special deals with new furniture suppliers. They will have already highlighted what furniture will be utilised from the old layout and could also arrange for matching items to be custom built should they be no longer available off-the-shelf.

10) Storage

- During the Space Planning process, storage will have been discussed. With internet access, the need for large shelves of brochures and directories are often not required and the paper that is needed can be stored in new inventive ways.

3

What needs doing before you move?

In order for the change over to be as smooth as possible, make sure the following tasks have been completed before the move date:

1) Make an inventory of the current office's contents

2) Communications

- Telephone, fax and the internet connection will need organising

3) Printed Material

- Order new letterheads, business cards and compliment slips

4) Marketing Tools

- How are you going to inform your clients on the move?

- Consider a mail shot or an eShot or perhaps now is the time for a party!

5) Parking

- It's a small job, but can cause chaos if not sorted in advance. If there are designated parking spaces, ensure these are marked before the staff arrive.

6) Keys and alarms

- Who needs keys and who needs the new alarm codes?

7) Update the website

- Inform the person in charge of the website to change the address.

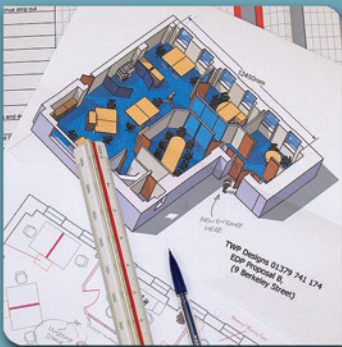
- Also consider a prominent news item informing users of the change of location.

What needs doing after you move?

What is the current status of your old premises? The move team will also need to consider the dilapidation schedule of the old office and add this to the tasks to be completed.

As part of a lease, you will have agreed to keep the premises in a good state of repair, so you will be liable for the costs of these repairs. Examples of repairs would be broken windows, or a leaking roof, which need to be undertaken immediately to ensure the building is maintained to the standard expected by the landlord.

Your relocation specialist will also have the skills to help with the dilapidation schedule and will include this in their budget and time scales. They will also assist in the disposal of any unwanted equipment and furniture.



Call us now for a free consultation and proposal

01379 741174

info@twp-designs.co.uk • www.twp-designs.co.uk

TWP
DESIGNS