



Select Interiors

DESIGN & INSTALLATION



**move office
checklist**

Prepare for the move.

It is important that your prepared for the move. You will need a detailed timetable and the correct people appointed to ensure the move stays on the right track from a timing perspective.

Things to consider in your plan...

- End date of current lease
- When you want to move
- Co-ordination between current and new office lease
- Discussions with office relocation service providers to help fulfil your objectives
- Lead times and completion dates for all elements of the project
- When you should start the planning of the move
- When you must be operational in the new office
- Review of timescales with all office relocation service providers
- Revise timetable as required to ensure project is delivered on time

Things to budget for...

- Office Rent, Business Rates, Service Charges, Maintenance & Insurance
- Rental Deposit on new property
- Advisory fees for Office Relocation Service Providers
- Office Design, Space Planning & Fit-Out of new office
- Furniture & other office equipment IT & Telecom systems (migration and upgrades)
- Any repairs/dilapidations on existing office
- HR costs - recruitment, redundancy, relocation
- Updating stationery, business cards, website & marketing collateral time



Design & IT.

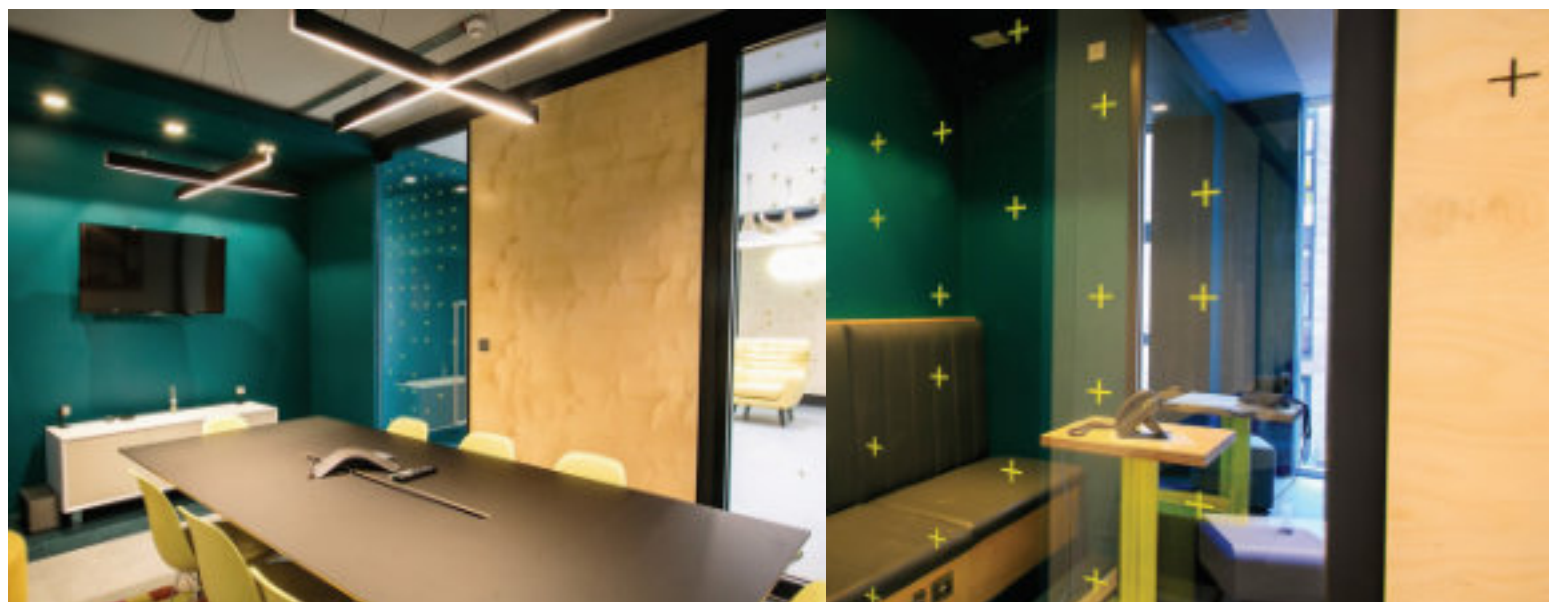
Working with the right Design & Fit-Out company who will ensure your new office space has a positive impact and make the journey easy is key to a successful move.

Design Considerations

- The space available against your requirement for offices & open plan space
- Decide on your office furniture requirements
- Discuss ergonomic needs with HR and your staff
- Location for common IT equipment (printers, photocopiers, faxes, scanners etc)
- Extent of Fit-Out required - walls, partitioning, storage, trunking, lighting
- Refurbishment required - painting, flooring, blinds, lighting & ventilation
- Be sure to plan for storage and equipment areas to avoid clutter & safety hazards
- Decide on your office furniture requirements

IT Considerations

- Audit your current IT and Telecoms equipment/systems
- Inventory all your ICT equipment (PC's, printers, servers, faxes, copiers, printers, phones etc)
- Decide on appropriate network cabling configuration
- Create a configuration plan for all systems at new office
- Will you be taking your old phone system or is it time to upgrade to better/cheaper solution?
- Are you wanting to take your current phone numbers with you?
- Meet with Business Telecoms specialists to discuss your requirements
- Create a Disaster Recovery Plan and/or Business Continuity Plan
- Discuss all of the above with your internal IT team and/or your IT Relocation Company



Team up.

Whatever the size of your business, an office relocation is a major undertaking and a collaborative team effort is needed for a smooth and successful office move. Assembling an Office Relocation Project Team is critical - and will need to comprise both internal and external members.

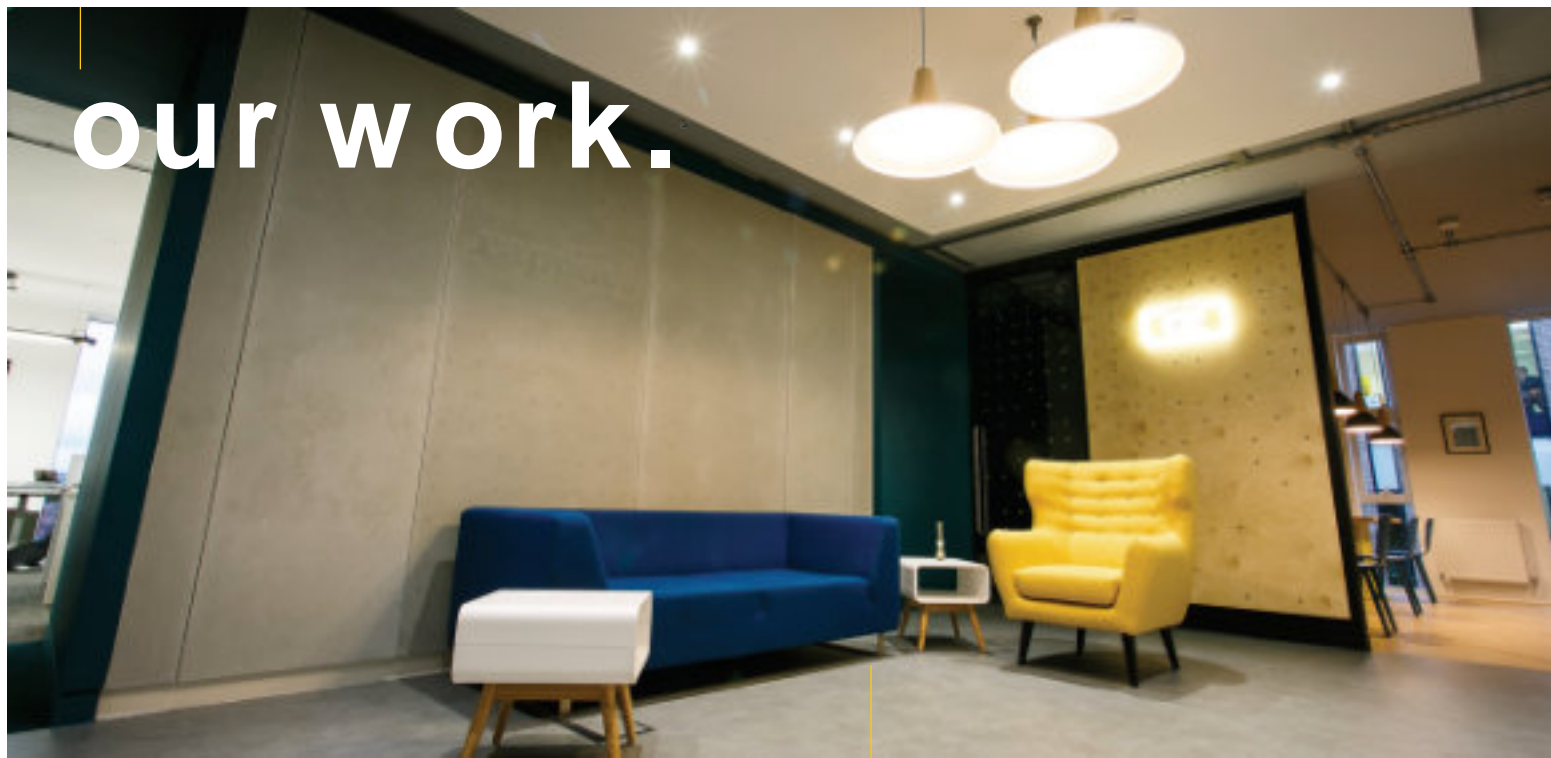
Types of person/s typically involved:

- Project Managers
- Property Agent
- Commercial Property Solicitor
- Office design & Fit-Out Company
- Office Furniture
- IT Relocation Support
- Business Telecoms
- Office Removals
- Storage
- Dilapidations Expert
- Utilities & Business Energy
- Lease Finance Company
- Office Cleaning
- Business/Office Supplies
- Vending Machines / Refreshments
- Business Rates Specialist

“Appoint an overall **‘Office Relocation Project Leader’** who is dedicated to the move. It’s good practice for them to gather 3 quotes which will best position them to negotiate the most appropriate fee structure that meets your budget and requirements.”



our work.





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DESIGN & INSTALLATION

**Our team are experts in
office design & fit-out.**

info@select-interiors.com | 0161 445 4040

Select-interiors.co.uk

31a Tib Street, Northern Quarter, Manchester, M4 1LX