



# Office Move Checklist

- > Use this Office Move Checklist to ensure a seamless move to your new space.
- > Check off this editable PDF list off as you go.
- > See useful tips for each step of your office move.

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**6-12 MONTHS OUT**


## Find The Right Office Space

Consider these items before signing any new lease

**LOCATION:** Is the office space a good fit for your brand, staff and clients?

 *Consider parking, wheelchair access and public transport.*

**SIZE:** Determine the amount of work space required per person, including breakout areas.

 *This will allow you to compare office spaces on a cost per square feet basis.*

**GROWTH:** Is the potential new office space sufficient for current needs, as well as expected growth?


**OFFICE DESIGN & FIT OUT:** Will the space need a refit to align with your business?

 *Factor in refit and tech upgrades.*


**LEASE LENGTH:** What is the type and length of the lease? Do lease terms match projected business growth?

**LEASE CLAUSES:** Consider a review by a commercial leasing lawyer, for any complex clauses within any lease.

**ICT INFRASTRUCTURE:** Does the new office location have ICT infrastructure available to support your business?

 *Arranging this at short notice can be expensive, or worse - not ready by your move date. Check if the new location is fiber ready. See if a high speed data connection can be provided to the location, before signing any lease. Ensure there are adequate WiFi access points. Confirm that cabling is setup to the communication room or MPOE.*

**MOVE DATE:** Does the lead time on this property line up with the end of your existing lease?

 *Factor in time to refit the new office space (if required). Moving on a weekend can eliminate downtime. However, you may need to pay increased rates for contractors and installations.*

**ENGAGE PROJECT TEAM:** Inform and organize an internal project team. Engage an Executive who can make decisions and sign off.


Assigned Project Manager

6 MONTHS OUT

## Budget Overview

How much is this move going to cost?


**OFFICE DESIGN & FIT OUT:** Is a new office fit out required?

 *Work out the potential costs involved for professionals such as interior designers, fit out contractors, office furniture / furnishings.*

**REMOVALS, INSURANCE + TRASH DISPOSAL COSTS:** Get a minimum of 3 quotes from office removal companies in your local area.

 *Pre-arrange insurance for the move and trash removal for afterward.*

**UTILITIES:** Are utilities already running in the new office space? If not, what will be the cost of activating or transferring to the new location?

 *If moving to a larger space, now can be a good time to compare providers, reducing business costs for the longer term.*

**ICT PROVIDERS:** Are your data / internet / communications services fast, reliable and competitively priced? Ask existing providers about any downtime that may be experienced during a move.

 *A move is an opportune time to consider business ICT requirements and compare providers.*

**MARKETING MATERIALS:** Consider the cost of updating or republishing any marketing materials.

**CURRENT LEASE:** What are the obligations of your current lease? Most landlords require between 3 to 6 months notice to terminate a lease.


Assigned Project Manager

**4 MONTHS OUT**


## New Office Connectivity Plan

Ensure your business is operational from day 1.

**INTERNET:** Reach out to your current **ISP** to advise them of your scheduled move and requirements.


 *Some providers need 3 months notice ahead of an office relocation. Fastmetrics can setup or move services in 20 - 40 business days in our fiber ready buildings.*

**PHONE SERVICE:** Standard phone providers may need up to 3 months notice to relocate phone service. Contact your provider early to eliminate downtime.

 *Most businesses upgrade to a **cloud based phone system** before a move. This can reduce the cost of moving a PBX system. It can eliminate the need to redirect phones.*

**DATA:** Before moving, consider securing business data with a cloud based solution. Cloud based storage ensures data is backed up and secure during any move. It also maximizes space in your new office.

**IT RESOURCING:** Consult IT teams to create a detailed project plan, with project specific leads.

 *Determine whether external resources will be required to assist with IT movements and re-installs / setup.*

**POWER:** Assess any new location for availability and position of power outlets. Ensure there is sufficient supply to handle power requirements for your business.

**CABLING:** Determine any new cabling requirements for PCs, desk phones, conference PODs, printers, services, Wireless Access Points, digital signage and TVs.

Assigned Project Manager

1-3 MONTHS OUT

## Interim Office Move Planning

Items to sort out leading up to your move date.

**OFFICE LAYOUT + SEATING PLAN:** An office layout has a large impact on business culture and productivity.

 *Allocate desks and consider flow and flexibility of your new office space.*

**INTERNAL COMMUNICATION:** Officially brief all staff and business employees. Include the scheduled move date, any requirements and any support contacts.

 *An opportunity to get staff excited about a fresh start. Highlight any new office features and nearby attractions of the new location.*

**SERVICE PROVIDERS:** At this point, all service / utility providers should have been formally advised of the move date. An agreement on exact service dates and requirements should have been acknowledged between both parties.

 *Ensure existing providers you are discontinuing with have also been advised.*

**MARKETING MATERIAL UPDATES:** Arrange updates for all marketing materials.

 *Don't forget to change your website address, online listings, business cards, flyers and signs.*

**INVENTORY LIST:** Create an inventory of all items that need to be moved.

 *Also make a list of items to be left and disposed of during the move.*

Assigned Project Manager

**1 MONTH OUT**

## Here Comes Move Day!

Things to consider closer to the day of your office move.

**MOVE DAY SCHEDULE:** Create a schedule with timings for move day. Ensure all contractors and staff are aware of requirements and the schedule .

 *Have network connections installed and tested, before furniture is moved in to the space.*

**POSTAGE REDIRECTION:** Have mail / postage redirected to the new office address from move day.

**MINIMIZE OFFICE CLUTTER:** Review the inventory list. Begin discarding items in the office that are not required in the new space.

**CLIENT + VENDOR NOTIFICATION:** Officially notify all clients, contractors and associates of the move date and update them with the new business location.

**NEW BUILDING ACCESS:** If moving to a secure building, create a list of personnel who need security access.

 *Arrange access cards in advance and deliver them to necessary personnel.*

**UPDATE BUILDING MANAGERS:** Find out removal access points. ensuring any required inductions are carried out ahead of time.

 *Confirm parking or loading bay access is booked / available. Also an internal service elevator.*

**OFFICE SUPPLIES:** Setup orders for office stationary, coffee, tea and other staff requirements.

Assigned Project Manager

**1 WEEK OUT**

## Final Details

Make final arrangements for a low-hassle office move

**STAFF COMMUNICATIONS:** Ensure employees are clear on what is required of them before the move.

 *Send all staff and contractors the 'run of day' schedule.*

**PACK + LABEL:** Pack and label all small office items, for easy removal on the day.

 *Labels should match numbers on your inventory list.*

**FINAL SITE INSPECTION:** Do a final site inspection a couple of days before the move.

 *Ensuring the new location is clear. Take photos for the property condition report.*

**SITE INDUCTIONS:** Coordinate site inductions for removalists, or other personnel assisting with the move-in.

**CALL REDIRECTION / PORTING:** If moving an existing phone system, pre-arrange call re-direction before move day. If you are upgrading to cloud based phone system, you can take your numbers with you. Initiate service once setup is complete.

**TEST:** Remember to test all wireless access points and LAN points. Ensure users can connect so they can resume work as quickly as possible.

Assigned Project Manager

**ON THE DAY****Move Day**

Things to consider on the day of your office move.

**ACCESS:** Ensure all service staff have access to the new location to move in.

**INVENTORY LIST:** Check items off against the inventory, as they are delivered to the new space. Ensure nothing has been misplaced or damaged during the move.

**IT SETUP:** IT support staff will need to ensure that computers and IT equipment is safely setup. Ensure all devices are connected, operational and ready for staff to recommence work.

*Congratulations!*

*Move day is over! It's time to celebrate and plan showing off your new office space!*

Assigned Project Manager

**AFTER MOVE****After Move Day**

Some extra considerations to ensure a smooth transition to your new office location.

**CLEAN OLD LOCATION:** Remove all trash from the old location. Ensuring access for cleaners and contractors, before handing back the property to the landlord.

**INDUCTION, TRAINING + SUPPORT:** Train all staff across any new IT and communications systems.

 *Don't forget: Evacuation, alarm, emergency and fire procedures.*

Assigned Project Manager