



The Resource for **Moving Office**

GOLDEN RULES OF MOVING OFFICE

Moving Office can be a complicated, time consuming, stressful and potentially expensive journey into an unknown world. But there are certain factors that YOU can control.



This FREE report outlines 10 Golden Rules which, if observed, will positively impact on a stress free, successful & profitable office move.

1. ASSESS YOUR NEEDS & CURRENT SITUATION

What is the purpose of your relocation and what are you wanting to achieve?

You need to be clear about what is driving your potential office move. Lease break? Lease expiry? Planned growth? Contraction?

Only after you establish why you want to move office will you be able to define your needs and map out your office move plan.

There are some big decisions that must be agreed as the start point in carrying out the move and which will form the basis of the subsequent detailed planning process.

⇒ Once you have established a clear direction of what your business objectives are you can then get on with finding the right office space to deliver them.

Make sure you are you in a position to move

Questions you should be asking yourself include:

- What is your current situation?
- Have you checked your existing lease?
- How much notice do you have to give?
- What are the conditions for leaving your existing property?
- What are your current obligations & liabilities?

⇒ Contact a Property Solicitor if you require the lease to be looked over.

⇒ Use www.HelpMovingOffice.co.uk to find specialist Property Solicitors in your area.

2. BE CLEAR ABOUT YOUR REQUIREMENTS

A clear understanding at the outset of your basic strategic and operational requirements will make the whole moving office process go more smoothly – and save time.

Don't worry too much about the technical specifics (as that is part of the advice you will receive from your external property move professionals).

But you must have an overall idea about the key drivers of your office move, including:

- Where you want to move to
 - How much space you need
 - When you need to be in by
 - What key features you need your new office to have
 - What your planned business objectives (including growth plan) the move needs to satisfy
 - Type & length of lease you want
- Ensure you have a consensus about the key drivers from the decision makers within your company – or else you could waste a lot of time & effort.

3. BUILD THE RIGHT OFFICE MOVE PROJECT TEAM

An office move is a major undertaking and a collaborative effort is needed for a successful outcome. Putting together the right project team is critical and should include people who will help facilitate all aspects of the move. It will need to comprise both internal and external members.

A Project Leader must be put in charge of the move process. This person must have enough time to devote to the office move project – and should: have the trust of senior management; the authority to act on behalf of the company; be senior enough to be able to make decisions; be a good organiser of people and processes; have experience of setting and working within budgets; and be a good communicator.

Irrespective of the specifics of your office move, the Project Team should comprise individuals and companies who provide you with confidence that they understand your business and the objectives of the move. They will be able to provide both operational and strategic assistance throughout the moving office project and ensure that your office move happens on time, to budget and with the minimum hassle & disruption to your business.

- The Office Move Project Leader should be appointed as soon as the decision to consider moving office has been made.
- See "[Office Move Project Team](http://www.HelpMovingOffice.co.uk)" on www.HelpMovingOffice.co.uk for further guidance on the make-up of the ideal office relocation project team.

4. START EARLY

There's a lot to do, so the earlier you start the greater the chance of achieving the smooth move your company expects. It's impossible to plan too far ahead. Once the Office Move Project Leader has been appointed work should start.

All things being equal, best practice says that you should start reviewing your options 9-18 months prior to your lease expiration, regardless of whether you are considering renewing, renegotiation or relocating. It is vital that you allow enough lead-time to increase the amount of leverage and competition between the various options, which can result in substantial savings for you.

Once the decision to move has been made it is possible to carry out an office move in 4-6 months **PROVIDED** you have the right professional team on board.

- Give yourself enough time & opportunity to make the educated, and right, decisions.
- Refer to the FREE [Moving Office Timetable](#) document on www.HelpMovingOffice.co.uk

5. CREATE A REALISTIC BUDGET

Creating a realistic office move budget is a critical planning tool that will help you assess your costs and manage them throughout the process.

A rough budget may well have been set at the outset, but this will need to be fully developed to incorporate all moving office cost items at the current/appropriate levels. You will need to get quotes about everything.

Having a realistic budget that is a live & working document – which is managed with discipline and intelligence – will allow you to remain in control of your move costs.

- The best way of managing your office move costs is to set a realistic budget and stick to it.
- Refer to the FREE [Moving Office Budget Template](#) on www.HelpMovingOffice.co.uk

6. ENGAGE THE RIGHT OFFICE MOVE PROFESSIONALS

The whole moving office process can be complex, stressful and time-consuming. After people costs property costs are most company's next biggest expenditure. The decisions you make will have an impact on your company's profitability. Working with the right professional team is the single biggest must-do for any company thinking of moving office. They will guide you through the process, save you money in the long run and also make sure you don't make any critical mistakes.

Choosing the right office space, and then successfully negotiating the best terms for your company, is a complex & time-consuming process which can be full of pitfalls. These pitfalls will only multiply if you choose to undertake the task without the experience & advice of professionals.

For the best outcome, we strongly recommend you combine your understanding of your company priorities with the expert advice and market knowledge of office move professionals – a commercial property agent, a property solicitor, an office design & fit-out partner and an office removals company.

- Working with moving office professionals will reduce the chances of any critical mistakes being made and ensure your office move happens on time, to budget and with the minimum hassle & disruption to the business.
- Use www.HelpMovingOffice.co.uk to find approved moving office professionals in your area.

7. DON'T SIGN ANY LEASE DOCUMENTS WITHOUT GETTING LEGAL ADVICE

- Rule 1: Never sign anything that you do not understand.
Rule 2: If in doubt, seek advice before you sign anything.

- Your [Property Solicitor](#) will negotiate the detail of the lease documentation to minimise your exposure to potential liabilities, and subsequently, to advise you on the implications of the detailed terms in the final documents to ensure you are aware of your ongoing responsibilities

- Use www.HelpMovingOffice.co.uk to find approved Solicitors in your area.

8. COMMUNICATION

Internally, change can be unsettling for staff and this can certainly be the case with an office move. At the same time as the office move process is going on, your company has to continue to run its business and focus on its existing workload & commitments. No wonder moving is ranked as one of life's most stressful events! However, moving office is a great opportunity to affect positive change management, improvement in business performance, increased morale & momentum.

Externally, there are many moving parts to an office move and you need to ensure that everyone involved in the project is regularly updated – especially if there are any changes!

So – communication is the key. There will be some people, both internal and external, who will need to be consulted for their input to the planning process; there will be others who need to be informed; and everyone needs to be regularly updated to keep their interest and motivation levels high.

If you keep the lines of communication open to all interested parties, internal and external, your office move will have a much greater chance of success.

- **Communicate, communicate, communicate.**

9. IT'S A PROCESS!

The prospect of moving office may seem a daunting process. But it's just a process! And like any process it can be broken down into a series of simple tasks & checks. That's what you need to do.

The intelligent use of your project planning documents, spreadsheets and checklists will not only help you plan the office move, but also act as your road map to carry out the many tasks involved with the project.

They should include all of the tasks that need to be completed (and the steps leading up to them), the individuals, teams & companies responsible for completing each task, and the deadlines.

- **Don't try and reinvent the wheel when you can use tried and tested moving office tools & guides.**

- **Get off to a fast start by using the wealth of resources in www.HelpMovingOffice.co.uk**

10. TAKE ADVANTAGE OF THE OPPORTUNITY

Get rid of what you don't need

Clear out old files and purge all storage areas of unneeded items prior to moving. Also consider scanning any documents no longer needed in hard copy (remember to dispose of unwanted files securely).

Storage & Archiving

Secure storage and/or archiving of documentation is a flexible, safe and cost-effective solution to free up valuable and more costly office space. It can be accessed at any time by arrangement and provides excellent off-site backup for damage limitation in case of fire or other disaster.

Upgrading

Moving office is an opportunity to update to modern, efficient & space-saving equipment.

Review existing suppliers

Moving office can provide a trigger for renewing/switching supplier contracts on favourable terms.

Don't forget your customers

Moving office is a great opportunity to communicate positive messages to your customers and maximise the brand & image of your business.

About HelpMovingOffice

www.HelpMovingOffice.co.uk is the resource for moving office. It provides you with access to FREE information, advice, guides & tools ... as well as instant connection to approved & accredited companies ... to make sure that your office move happens on time, to budget & with the minimum hassle & disruption to your business.

- ⇒ For more FREE information on the process of moving office
- ⇒ To find professionals that specialise in helping companies with the office move process

➔ Go to www.HelpMovingOffice.co.uk