

Golden Rules of Moving Office

2014 Edition



10 hard & fast Golden Rules, which if followed, will contribute to a hassle-free, successful and profitable office move.

They're worth their weight in gold!

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Rule #1. Make sure you in a position to move

Be clear about why you are moving, and ensure you know how and when to serve notice correctly.

What are your reasons for wanting to move? (i.e. lease break, lease expiry, expansion, contraction, consolidation)

Once you've established why you need to move, there are some big decisions that must be agreed early on which will form the basis of your Office Move Plan. These 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 office space?
- ⇒ What are your current obligations and liabilities?



TOP TIP:

Contact a [Property Solicitor](#) to review your existing office lease & ensure you serve correct and timely notice.



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Rule #2. Establish your Office Space Requirements

When it comes to finding the right office space, having a clear understanding of what you need will save you time & enable you to secure the best lease deal.

A clear understanding at the outset of your basic strategy and office space requirements will make the whole moving office process go more smoothly - and save you time.

Don't worry too much about each and every detail, but you must have an overall idea about the key drivers of your relocation so you can be better prepared to brief your Property Agent. Areas to consider include:

- ⇒ Where do you want to move to?
- ⇒ How much space do you need? - Use [Office Space Calculator](#)
- ⇒ When do you need to be in by?
- ⇒ What facilities do you need to have in your new office?
- ⇒ What planned business objectives (including growth plan) does the space need to satisfy?
- ⇒ Type and length of office lease



TOP TIP:

Using a [Property Agent](#) will not only help you find the right office space, but they'll also negotiate & co-ordinate the lease transaction to allow you to avoid mistakes and get the best lease terms.



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Rule #3. Assemble a “Relocation Team”

An office move is a major project and a collaborative effort is needed for a successful outcome.

Assembling an Office Move Team is vital and should include people who will help facilitate all aspects of the move.

A Project Leader should be delegated to organise and manage the entire process. This person must have enough time to dedicate to the project and should have the trust of senior management, be a good organiser and communicator, and have experience of setting and working within budgets.

The Office Move Team should ideally include a representative from the following teams within your company:

⇒ HR, Marketing, Finance & IT

External Advisors

⇒ Property Agent

⇒ Property Solicitor

⇒ Office Fit-Out Company

⇒ IT & Telecoms Company

⇒ Office Removals Company



TOP TIP:

Find out more about putting a [Relocation Team](#) together and working with the right external Office Relocation Professionals.



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Rule #4. Start Early

It's never too early to start planning your office move. Pre-planning will make your job a whole lot easier & give your office move a better chance of a successful outcome.

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, renegotiating or relocating.

It is vital that you allow enough lead time to increase the amount of leverage and competition between the options available to you, as it can result in considerable cost savings for your business.



TOP TIP:

Give yourself enough time & opportunity to make the right and informed decisions.

Use the free & interactive [Moving Office Timetable](#) to plan every step of your office move.



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Rule #5. Set a Realistic Budget

Having a clear idea of your moving office costs is vital, and that you manage your costs before, during and after the move.

Even though a rough budget may have been created at the outset of the project, you will need to have a live and working document that you can edit and update on a regular basis. This will allow you to keep on top of your relocation costs and ensure you don't overspend.

You'll need to quotes for everything. Compare them against the budget, negotiate and then make sure that the agreed costs are recorded in your [Moving Office Budget Planner](#). Review and update on a regular basis.



TOP TIP:

Download the interactive [Moving Office Budget Template](#) to identify and manage all your office move costs and ensure your relocation is delivered within budget.



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Rule #6. Get help from Office Relocation Experts

Working with the right Office Relocation Professionals is the single biggest “must-do” for any company moving office.

Many office relocations fail through companies having the misplaced belief that they can save money by not engaging professional help. But working with experienced industry professionals ensures your move happens on time, to budget and with minimum hassle & disruption to the business.

From choosing the right office space, then negotiating the best terms for your company, co-ordinating the design and fit-out, right through to migrating IT equipment - it all adds up! There's a lot to co-ordinate and you're going to need all the help you can get.

For the best outcome, we recommend you work with the following Office Relocation Professionals for each stage of the move:

- ⇒ [Property Agent](#)
- ⇒ [Property Solicitor](#)
- ⇒ [Office Fit-Out Company](#)
- ⇒ [IT Relocation Company](#)
- ⇒ [Office Removals Company](#)



TOP TIP:

Don't leave anything to chance. Working with the right [Office Relocation Professionals](#) can mean the difference between success and failure for your office move.



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Rule #7. Get Legal Advice Before Signing your Lease

You need to be 100% satisfied that everything has been done to protect your business interests before signing your office lease.

Rule #1: Never sign anything that you do not fully understand

Rule #2: If in doubt, seek legal advice before you do anything

A Property Solicitor (and one that specialises in representing tenants) will review the detail of the lease documentation to minimise your exposure to potential liabilities.

They will summarise the lease document so you are fully aware of your on-going tenant responsibilities, and finalise the terms of the contract so that everything is clearly documented.

Signing an office lease without getting legal advice could have severe financial and operational consequences for your business. It's really not worth it.



TOP TIP:

Never sign anything that you don't understand AND always seek legal advice from a [Property Solicitor](#) before putting pen to paper to any legal document.



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Rule #8. Communicate Often & Openly

Communication is vital - your staff need to be informed early on as to the reasons behind the relocation, & then regularly updated as the project develops.

Change can be unsettling for staff, and this can certainly be the case with an office move where some staff might feel resistant to change.

So - communication is the key. There will be some people, both internal and external, who need to be consulted for their input on 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 your office move will have a much greater chance of success.



TOP TIP:

Provide staff with a clear message of the reasons for the move (and the benefits it will bring) to get your employees on board with what you are wanting to achieve.

Refer to the [HR Guide to Moving Office](#) for top tips on how to ensure your staff feel supported and engaged.



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Rule #9. It's just a Process!

An office move, like any process, can be broken down into a series of simple tasks and checks. And that's exactly what you need to do.

The intelligent use of your project planning documents, templates and checklists will not only help you plan the office move, but also act as your roadmap 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 and companies responsible for completing each task, and the deadlines.

Don't try to reinvent the wheel when you can use our full suite of tried and tested office relocation planning tools, guides and checklists.



TOP TIP:

Whatever stage you're at in the office move process, Help Moving Office can provide you with a full range of tried-&-tested Tools, Guides & Checklists to guide you through every step of your office move.

[Access our Resources here.](#)



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Rule #10. Take Advantage of the Opportunity

Moving office is a great opportunity to affect positive change management, improvement in business performance and increased morale & momentum.

- ⇒ **Get rid of what you don't need:** Clear out old documents and purge all storage areas of unwanted items prior to the move. Use the [Office Clearance Guide](#) to help you.
- ⇒ **Storage & Archiving:** Secure storage of documentation is a flexible, safe and cost-effective solution to free up valuable and more costly office space. Ask your Office Removals Company if they provide this service.
- ⇒ **Upgrading:** Moving office is an opportunity to upgrade to modern, efficient and space-saving equipment.
- ⇒ **Review Office Suppliers:** Moving office can provide a trigger for renewing/switching office and telecom supplier contracts on favourable terms to ensure you are getting the quality, cost & reliability your business deserves.
- ⇒ **Don't forget your customers:** Moving office is a great opportunity to communicate positive messages to your customers and maximise the brand and image of your company.



TOP TIP:

An office move is the perfect time to consider upgrading to more modern, efficient & cost-effective business technology systems to help boost business efficiency and productivity.

Ask your [IT & Telecoms Company](#) about upgrading your equipment.



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REMEMBER

- ⇒ **Start Early**
- ⇒ **Take Professional Advice**
- ⇒ **Use our tried & tested Checklists & Guides**

Disclaimer

This information had been prepared by Help Moving Office as a general guide only and does not constitute advice on any specific matter. We recommend that you seek professional advice before taking action. No liability can be accepted by us for any action taken or not taken as a result of this information.

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