

Planning an Office Move

A Guide to Successfully Plan Your Office
Relocation



ESTABLISH KEY DATES

Your office move provides you with rare opportunity: the ability to expand crowded quarters, update facilities with new equipment and technologies, and the ability to reorganize your company to better reflect your current workflow and organization. It is also a ton of work. If approached correctly it doesn't have to be a daunting, overwhelming experience.

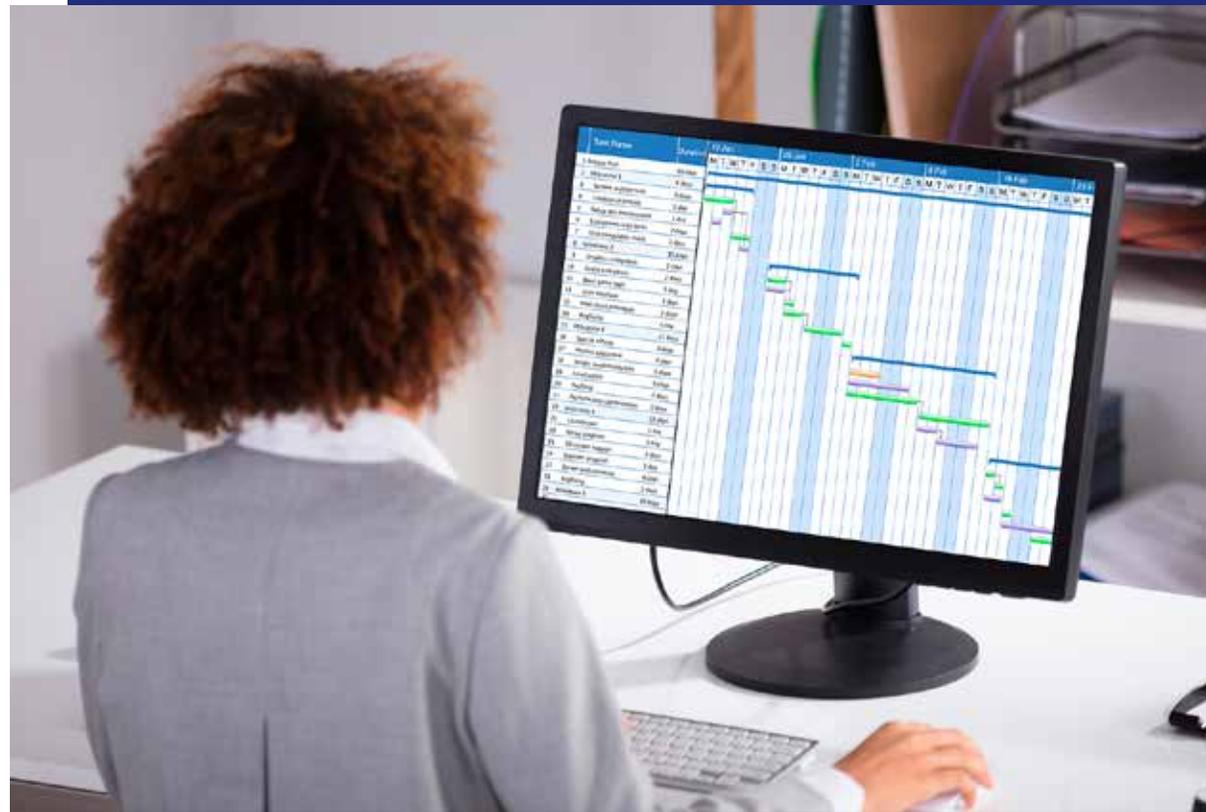
With proper timing, planning, and the right people working with you, many of the problem spots can be avoided and the benefits will become a reality, helping your company and your employees grow.

The best time to start planning your move is as soon as possible. Like a large jigsaw puzzle, the more time you have to put all the pieces together, the better. Planning your move depends on the size and complexity of your office. A good rule of thumb is:

- » Small offices - 3 months
- » Medium offices 6-8 months
- » Large commercial facilities: 1-2 years

Key dates depend on several things:

- » When must you vacate your current space ?
- » When can you gain access to your new space?
- » The start and finish dates of a build-out if needed.



FIND YOUR NEW SPACE

Some things to consider:

- » Depending on the size of your move, bringing in outside experts can be very helpful assisting with considerations such as site surveys, space planning, reviewing your current head-count and facilities, evaluating your technology needs, etc.
- » How much space do you need? Determine how much space per person is required, plus common areas such as meeting rooms, break rooms, etc.
- » Location - Is the new space accessible for your staff and clients? Consider issues such as parking, access to public transportation, and local amenities.
- » Negotiating the lease: are the lease length and terms amenable to your business requirements? Having a qualified lawyer review the lease before signing can prevent being locked into an agreement that is not satisfactory to your business needs and goals.
- » Does the office need to be built out? If so, you will need an architect and/or Office Space Planner. This needs to be factored into the schedule as well as the budget.



APPOINT A PROJECT MANAGER AND CREATE A TEAM



- » Small projects may require only 1 individual, typically a manager.
- » Medium and large projects need one individual to head the team and act as the over-all move coordinator. This person will need the authority to speak for the company. They will require the organizational skills required to handle complex projects, and be able to make decisions, some last minute, that are vital to the relocation process.

The Team

Your team should consist of a representative from each department who has the authority to ensure that all employees in their area adhere to the schedule. They need an in-depth knowledge of their department and its specific needs. Input from a every part of the organization is important in order to identify strengths in the current set-up, as well as ways to improve the overall layout and workflow.

The team must meet regularly, at least once a week to begin with. Possibly, more often as the time draws closer.



BUDGETING

Consult upper level management to get their initial input. While many factors effect the budget it's important to start with a base number. As you plan, you will determine what critical needs must be accounted for. This will indicate what services and equipment fit within the budget.

After establishing what services are must haves, revisit the budget to make sure it is in line with the costs.

Hiring a full-service mover may seem more expensive at first, but by using one vendor for all the services you require, you will experience a more efficient relocation, saving work and money in the long run.



ANNOUNCE THE MOVE AS EARLY AS POSSIBLE



It's important at this point, to establish a reliable way to communicate information that employees can count on. They need to be able to ask questions, find FAQ's, and receive regular updates. It can be via face-to-face meetings, e-mails, internal blogs, intranets, or discussion forums, whatever works best for your organization's culture.

Provide as much detail as possible. Important things to include:

- » A timetable for the move
- » The new office location
- » Amenities of the new building and the area in general: food services, gym rooms, parking, public transportation access, etc.
- » Building security
- » Why the move is happening
- » What employees are expected to do at this point. That may be nothing, but it's important to convey that as well
- » Who to contact if they have questions or concerns - preferably a member of the moving team
- » How often they will receive information going forward and how that information will be disseminated.



CREATE A PLAN WITHIN YOUR TIMELINE

Every office is different so your plan will include items specific to your organization's requirements.

The timeline includes all the tasks that must be accomplished, when they must be done, and who is responsible for their completion. Plan for a little leeway if possible so unforeseen issues don't set you back.

Two key points: don't rush through the process and get plenty of input from your team. These will ensure no details are left out, downtime is kept to a minimum, and staying on time and within budget is easier.

Doing these will guarantee the move proceeds smoothly.

For a comprehensive Schedule for your office move visit and download our [COMPLETE OFFICE MOVE TIMELINE](#).