



ERA FURNITURE FITTINGS

Fittings for Life

RELOCATION CHECKLIST

www.erafittingsco.com

Fittings for Better Life...

PLANNING YOUR OFFICE MOVE?

Ensure the least disruption to your organisation with our relocation checklist

WHAT ARE YOUR REASONS FOR MOVING?

It is important to keep your reason for moving in the forefront of your mind. Keeping the whole project in perspective will give you a long term view, and something to work towards.

- Lease event (expiry/break option)
- Expansion/Contraction/Merger/Aquisition
- Change of location
- Business requirements to reduce overheads
- Desire to be closer to customers/suppliers
- Change in working practises
- Increase in productivity

DO YOU HAVE AN EXIT STRATEGY?

It is important to make sure that you leave your current property in accordance with the terms of your lease. Failure to do so correctly might result in punitive financial penalties

- When does your current lease expire?
- Is there a 'break clause'?
- What notice period do you have to give?
- How do you need to serve notice?

WHAT ARE YOUR KEY DATES?

There will be certain key dates that will drive your office move. Make sure you know these and stay on top of them.

- End of current lease
- Date by which termination needs to be given
- Target date to be in new office.

HAVE YOU MADE THE **BIG DECISIONS?**

There are a number of big decisions that must be agreed. Once these have been made, then you can begin to carry out the move.

Your project leader can then start the detailed planning of the project.

- Have your senior management approved the move?
- What is the purpose of the move: Moving to smaller, bigger, cheaper, better offices?
- Where do you want to move to?
- How much is the budget for the entire move process?
- Who, internally, is responsible for the move?



TOP TIP

Make sure you have buy in from your senior management team. This will help to avoid conflict further down the line

ACTION POINT

Once the office move is fully agreed, appoint an internal Project Leader to over see the relocation project.

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PREPARING A MOVING OFFICE **TIMETABLE**

A detailed timetable will help you to ensure that your move stays on track. Set a lead time and completion date against each task.

Things to consider:

- What are the timescales of the move? When do you need to be out of your current offices, and when do you want to be installed in your new offices?
- How will you be coordinating the new and old lease?
- When will you be in discussion with your Office Relocation Service Providers to determine your requirements?
- When are you going to start planning the move?
- Keep reviewing the timescales with all of your service providers.
- Revise your timetable as often as required.



TOP TIP

The earlier you can start planning your office move, the better your chances of a successful project outcome.

ACTION POINT

Create a timetable that includes all of your key steps.

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PREPARING A MOVING OFFICE **BUDGET**

You will need to create a detailed budget for your move. Once this has been approved by your Senior Management Team, you will be ready to start working on the move.



CREATE AN OFFICE **RELOCATION TEAM**

Having a project team will enable your move to be managed more efficiently. The team should be headed up by a project leader. When selecting your project leader, consider whether they have enough time to spend on the project, are organised and have the ability to manage people and make decisions.



CHOOSING YOUR NEW **OFFICE SPACE**

Selecting the correct space is a very important part of the office move process. Ensure that your space will allow the organisation enough space to grow, without wasting space. It is also important to negotiate the best lease terms.

NEW OFFICE **SPACE PLANNING**

Plan your space to ensure that you use the space in the most efficient way. It may be worthwhile considering our Habit Action analysis to ensure that your space will give you the best return on investment



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PROCURING NEW **OFFICE FURNITURE**

Ensure that your selection of furniture is promoting productivity and wellbeing amongst the workforce. It should always promote your company's brand, and give a positive impression to clients and staff alike.



SMOOTH TRANSFER OF **IT & TELECOMS**

It is crucial for your business to maintain connectivity. All of your IT and telecom equipment needs to be transferred, assembled and fully functional in your new offices with no disruption to your team. Speak to your IT team, and create a checklist to ensure that you don't miss anything out.

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SELECTING YOUR **REMOVAL COMPANY**

Work closely with your chosen removal company to ensure a fast and efficient move, which will keep the downtime of your business to a minimum



GIVING SUFFICIENT **NOTIFICATION**

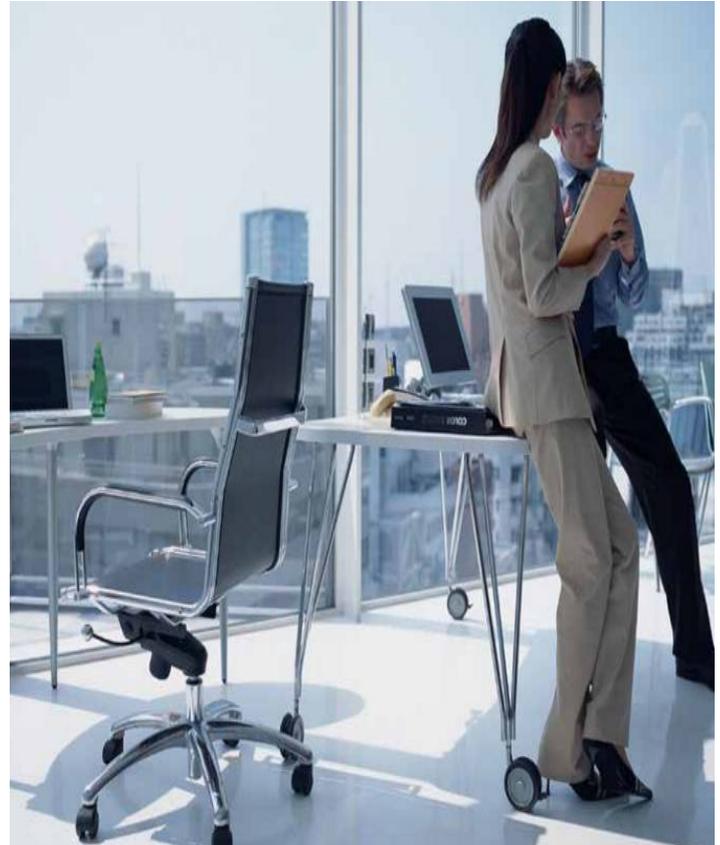
There are a lot of people that will need to know about your relocation. This list will be different for every business but will include your customers, suppliers, service providers, stakeholders etc. Make sure you alert all parties of your change of address.



THINGS TO CONSIDER UPON ARRIVAL

You must consider the following points to ensure a smooth transfer into your new office space:

- Have a test plan in place to ensure that all your IT and other equipment is working correctly. This will include checking computers, phones, networks, servers, air conditioning systems etc.
- Check the conditions of your new offices upon arrival (take photographs if necessary to validate the move-in condition)
- Have a representative from each department to ensure that everything is unpacked correctly.
- Ensure that the project leader signs off each part of the move
- Set up a 'lost and found' area at both the old and new sites
- Distribute access cards and keys to all staff.
- Ensure that all address details on your website and company stationery etc are all updated to your new address.



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YOUR OFFICE MOVE CHECKLIST

- Clarify your reasons for moving
- Make sure your exit strategy is complete
- Create a list of key dates
- Ensure senior management approval of project
- Nominate a project leader and a project team
- Prepare an office moving timetable
- Create your office moving budget
- Select your new office space
- Make sure your new office space is planned to ensure maximum productivity and efficiency for your team
- Create a list of all required office furniture
- Source an office furniture supplier
- Ensure that you have a detailed plan for moving your IT & Telecom systems
- Select an office relocation company that will enable the smooth handling of your move
- Give relevant notification to all parties involved
- Create a test plan for checking that all systems are working correctly in the new office
- Distribute access cards and keys to all staff.



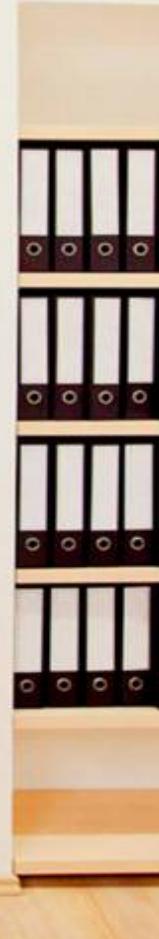
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• IN THIS OFFICE •
— WE ARE HAPPY —
WE ARE HELPFUL
... **WE RESPECT** ...
WE DO
TEAMWORK
WE ARE FRIENDS
— **WE** —
Communicate
★ **WE HAVE FUN** ★
WE DO COFFEE AND CAKE
WE ARE A TEAM



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