

# Office Moving Checklist

**KEY TIPS FOR A SEAMLESS MOVE**



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## **Your business is changing and it's time to move offices.**

Normally moving is a huge disruption to your business, but it doesn't have to be.

From choosing a suitable new space, to making sure your business is up and running quickly after the move date, this handy checklist will ensure a seamless move, and a lot less headaches..



# Find the right space

## 6–12 MONTHS OUT

### ○ LOCATION

Is the space a right fit for your brand, employees, and customer base? Take in to account access to parking and public transport.

Also check whether there is any development slated for the area – as this may improve or detract from the suitability of the building.

✦ **Cleancorp Tip:** *Onsite parking can account for up to 30% of your leasing cost.*

### ○ SIZE

Determine the amount of space required per person, including allocations for common breakout areas. This will allow you to compare spaces on a cost per square metre basis.

✦ **Cleancorp Tip:** *Meeting and breakout areas often equate to an additional 25% of required space.*

### ○ GROWTH

Is the proposed space flexible enough for your current needs, while facilitating room for projected growth?

✦ **Cleancorp Tip:** *Remember to liaise with department heads internally to confirm forecasted growth and requirements.*

### ○ FITOUT + DESIGN

Will the space need to be refitted to suit your business and brand? Factor in opportunities for refit and tech upgrade incentives, as these often aren't advertised upfront.

### ○ LEASE LENGTH

What is the length and type of lease being offered? Do these terms align with your projected business growth? Remember that it is possible to negotiate a period of free rent with landlords who are keen to secure your company as a tenant for their space.

### ○ LEASE CLAUSES:

Ensure a commercial leasing lawyer reviews the lease for any complex clauses.

✦ **Cleancorp Tip:** *Check for things like responsibility for power during outages. Some tenancy agreements place the cost and responsibility of backup power on the tenant.*

### ○ ICT INFRASTRUCTURE

Does the premises have the communications and IT infrastructure to support your business? Arranging this at a later date can be expensive. Remember to check if the property has a high-speed, fibre-data connection available before signing a lease. Ensure there are adequate Wi-Fi access points in the building, and that the office space is adequately cabled to the communications room.

✦ **Cleancorp Tip:** *If you don't have the right connections in place, the cost to connect to fast fibre can be in the tens of thousands. Reach out to your internet provider when you're comparing locations to check availability.*

### ○ MOVE DATE

Does the lead time on this property align with the end of your existing lease, with enough time to refit the space? If you choose to move on a weekend you can eliminate downtime, however you may need to pay an increased rate for contractors and installation specialists.

✦ **Cleancorp Tip:** *Ensure adequate overlap between leases to undertake cleaning and make good of the old premises before handover.*

### ○ ENGAGE PROJECT TEAM

This is a good time to begin lining up your internal project team. Remember to engage a high-level executive sponsor who has the authority to make decisions, or get decisions signed off.

# Budget Overview

## 6 MONTHS OUT

### ○ OFFICE FITOUT + DESIGN

If a new fit out is required, what costs will be involved for professional interior design consultancy, fit out, furniture and décor?

✦ **Cleancorp Tip:** *We highly recommend engaging a professional commercial fit out designer to help plan your office layout and use of space.*

### ○ REMOVALIST, INSURANCE + DISPOSAL COSTS

Compare quotes from recommended removalists in your local area. Ensure to pre-arrange insurance for the move, and disposal and rubbish removal for afterward.

✦ **Cleancorp Tip:** *Removalist availability can be limited across weekends – request quotes for your move date as soon as possible. Also enquire about the team being used for the job - removalists with their own permanent staff are often more expensive, but are more experienced and therefore carry less risk.*

### ○ UTILITIES

Consider whether utilities are already running in the new office space, and what the cost will be to relocate current contracts if not.

✦ **Cleancorp Tip:** *Consider services to support any IT infrastructure upgrades. If you want a small server room, will your current power provider support the increased power load?*

### ○ CLEANING

Pay particular attention to your cleaning services - now's the time to start thinking about engaging a great cleaning company that you can rely on - for the move out, move in and ongoing cleaning at your new premises. Cleancorp (1300 211 944) are the #1 fastest growing commercial cleaning company in Australia - cleancorp.com

✦ **Cleancorp Tip:** *Compare speed, prices and availability.*

### ○ MARKETING MATERIALS

Remember to consider the cost of updating and republishing marketing materials.

### ○ CURRENT LEASE

Have you reviewed your make-good obligations of your current lease? Many landlords require between three to six months' notice to terminate a lease.

✦ **Cleancorp Tip:** *Make good obligations can range from particular cleaning requests, to a complete gutting of the office premises.*

# Connectivity

## 4 MONTHS OUT

### ○ INTERNET

Reach out to your current provider to advise them of your scheduled move and requirements. Some providers will need at least three months' notice (minimum) ahead of a relocation.

✦ **Cleancorp Tip:** *Always ensure there is an overlap in services, in case of delays.*

### ○ TELEPHONE

Standard providers will need at least a months' notice to relocate your telephone service. Ensure to contact your provider early to eliminate downtime. Many businesses choose to upgrade to cloud-based telephony before relocation – cutting the cost of moving their PBX system, upgrading to a better system, and avoiding the need to redirect their phones as they take their number with them.

✦ **Cleancorp Tip:** *Relocating PBX and telephone hardware and configuring it in a new location, can be very expensive. Consider these costs before choosing to relocate your existing services.*

### ○ DATA

Have you considered moving your data to the cloud ahead of the relocation? Cloud based computing ensures your data is backed up and secure throughout the move, while maximising space in your new office.

✦ **Cleancorp Tip:** *The cost of setting up a server room with the necessary power, equipment and floor-space is often more expensive than moving services to the cloud. Don't forget that server rooms require N+1 cooling which greatly adds cost and complexity.*

### ○ IT RESOURCING

Work with your IT team to create an exhaustive project plan, designating project specific leads. Determine whether external resources will be required to assist with the IT move and re-installation.

✦ **Cleancorp Tip:** *Always compare speed, prices and availability.*

### ○ POWER

Assess location and availability of power points, ensuring the switchboard will handle your power requirements.

✦ **Cleancorp Tip:** *Ensure each employee has enough power points for their PC, and charging portable equipment such as smartphones and tablets. Don't forget power in meeting rooms – particularly for unified communications equipment and for charging laptops.*

### ○ CABLING

Assess what cabling will be required for PCs, phones, printers, services, Wireless Access Points, digital signage and Smart TVs.

✦ **Cleancorp Tip:** *Sit down with an interior designer and map out where and how many data points you need. In modern offices, two points is now the standard minimum: one for the phone and one for the PC. Running new cabling after moving in is extremely expensive in comparison to doing it during a refit.*

# Interim Planning

## 1-3 MONTHS OUT

### ○ LAYOUT + SEATING PLAN

The layout of your office will have a huge impact on your business' culture and productivity. Now is the time to allocate desks and consider the flow and flexibility of your new space.

✦ **Cleancorp Tip:** *Engage department heads to take responsibility for allocating seating plans. Discuss their needs, and also where they need key equipment to be placed.*

### ○ INTERNAL NOTIFICATION

Send out official communications to employees, briefing them on scheduled move date, requirements, and support contacts. Take this opportunity to excite staff about the fresh start, highlighting office features and location amenities.

### ○ PROVIDERS

At this point all service and utilities providers should have been formally advised of the move day, with a formal agreement on exact service dates and requirements. Ensure any existing providers you are discontinuing services with have also been advised.

### ○ UPDATE MARKETING MATERIALS

Arrange for marketing material to be updated, including changing the address on your website, online listings, business cards, brochures and signage.

### ○ INVENTORY

Create an exhaustive inventory of everything that needs to be moved on the day, as well as things to be left and disposed of during the move.

✦ **Cleancorp Tip:** *It's crucial to make sure permanent equipment and furniture in your existing premises is left in good order. If it's moved, the penalties in your existing lease can be considerable.*

# Approaching Move Day

## 1 MONTH OUT

### ○ RUN OF THE DAY

Create a schedule for move day, ensuring all contractors and service staff are aware of your schedule and requirements. We recommend having all network connections installed and tested before furniture is moved in to the space.

### ○ MAIL REDIRECTION

Arrange for mail to be redirected to the new address from move day.

### ○ MINIMISE CLUTTER

As you're getting closer to the move, take the time to review your inventory list and begin discarding those items which are no longer required.

✦ **Cleancorp Tip:** Remember to arrange extra rubbish and recycling bins for the week of the move.

### ○ CLIENT + VENDOR NOTIFICATION

Send out official communications to clients, vendors, and any regular contractors, advising of the move and new location.

✦ **Cleancorp Tip:** Ensure your teams add a small message below their email signatures informing of move dates and new location. A sign in your old reception can also direct couriers or visitors that didn't get the message.

### ○ BUILDING ACCESS

Compile a list of the people who require security access and order access cards in advance.

✦ **Cleancorp Tip:** Circulate security cards closer to the move, minimising issues due to card loss and staff changes.

### ○ KEEP BUILDING MANAGERS IN SYNC

Determine removalist access points, ensuring any required inductions are carried out ahead of time. Confirm that parking or loading bay access is booked, as well as the internal goods lift.

✦ **Cleancorp Tip:** Make sure to present your relevant insurances to your new landlord.

### ○ OFFICE SUPPLIES

Coordinate orders for essential office supplies, as well as milk, coffee and tea.

✦ **Cleancorp Tip:** Moving can be stressful - coffee can be your friend! A nice touch is to organise some free coffee cards for your staff, welcoming them to the new office.

# The Final Touches

## 1 WEEK OUT

### ○ STAFF COMMUNICATIONS

Ensure all staff are clear on what is required of them before the move, circulating the 'run of day' schedule with them.

✦ **Cleancorp Tip:** *If you are moving within office hours, request staff who are not involved in the move to work off-site for the day, allowing easier access for move in.*

### ○ PACK + LABEL

Ensure all smaller items are packed and labelled, ready for easy removal on the day. Labels should align with the numbers that are allocated on your inventory list.

✦ **Cleancorp Tip:** *Don't forget to label items that are to remain!*

### ○ FINAL SITE INSPECTION

Conduct a final site inspection in the days before the move, ensuring the space is clear and prepared for move in. Remember to take photos for the property condition report.

✦ **Cleancorp Tip:** *Engage your new office cleaners to undertake a pre-move clean of the new premises before the move.*

### ○ SITE INDUCTIONS

Coordinate site inductions for removalists, and any other staff assisting with move-in.

### ○ CALL REDIRECTION

If you're moving an existing telephone system, you will need to pre-arrange call re-direction before move day. If you are upgrading to a cloud-based IP system, you can simply take your numbers with you, reinstating the service once setup is complete.

✦ **Cleancorp Tip:** *If you are moving during office hours, simply redirect your phone to voicemail for the duration of the move.*

### ○ TEST

Remember to test all wireless access points and all LAN points, ensuring users are allocated and patched at the comms room so they can resume work as quickly as possible. If you are moving to the cloud, you'll have less downtime.

✦ **Cleancorp Tip:** *If you have servers onsite, make sure all staff are clear on when data will be available. Always remember to backup, backup, backup.*

# The Move

## ON THE DAY

### ○ ACCESS

Ensure all service staff have clear access to the premises for move-in

### ○ INVENTORY LIST

Check items off against the inventory list as they are delivered to the new space, ensuring 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, ensuring all devices are connected, operational, and ready for staff to recommence work.

### ○ CONGRATULATIONS

Move day is over! It's time to celebrate and give yourself and the team a big pat on the back.

✦ **Cleancorp Tip:** *Remember to keep your project team on hand to deal with any issues, keeping an actions log up to date.*

### ○ INDUCTION, TRAINING + SUPPORT

Ensure all staff are trained across new IT and communications systems, as well as evacuation and fire procedures.

✦ **Cleancorp Tip:** *Ensure staff are clear about who their Fire Warden and First Aid support staff are.*

### ○ CLEAN UP OF OLD PREMISES

Remove all rubbish from the old premises, ensuring easy access for cleaners and required contractors before handing the property back to the landlord.

### ○ BOOK IN A POST-MOVE DEBRIEF

Get your project team together, making sure any issues are triaged and assigned to someone to action.

### ○ SHOW OFF YOUR NEW SPACE

Once everything is settled, organise a 'housewarming' event. This can be a great opportunity to connect with customers and bring staff together in your new space.

## Ready to put your office cleaning on cruise control?

At Cleancorp, we create refreshingly clean spaces. Consistently. So you can create a happy work environment without hassle. Discover why clients keep coming back (hint: it's not just because of our Dirt Free Guarantee).

Call us today and see how easy it is to keep your space clean, save time and money, and be the workspace hero. **1300 211 944**



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