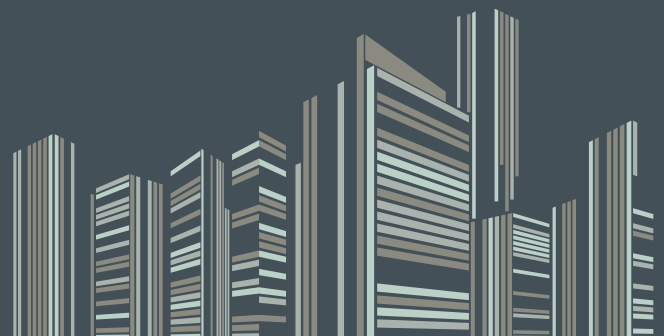




MORGAN PRYCE

MOVING OFFICE TIMELINE GUIDE

**Helping you understand
when you should begin your
office relocation process**



A close-up photograph of a person's hand holding a pen and writing in a spiral-bound notebook. The person is wearing a white button-down shirt. The notebook has lined pages with some numbers visible, such as '81' and '15'.

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01

Moving office doesn't happen overnight, and needs a considerable amount of preparation and thought before you even begin looking at office spaces.

We know that setbacks can happen when moving office for a wide range of reasons, so our checklist allows 8 months to ensure every aspect of the move is in place.

The following timeline represents a typical office move. To understand when you should begin your office move preparations, choose the date that your current lease expires and work backwards to decide the start date.

02

8 months

- Decision whether to move office
- Carry out space requirements analysis
- Confirm annual inclusive budget for lease
- Confirm approximate move budget
- Confirm internal management of the project
- Confirm details and requirements of surrendering existing office
- Confirm, if any, what notice period you need to give on current offices

6 months

- Begin search for new offices (allows 2 months to find right space)
- Identify 2-3 Fit out / Space planning companies
- Select commercial property solicitors in readiness for Heads of Terms



03

4 months

- Office location down to final two options (have a backup plan!)
- Make non prejudicial offers on both premises (main and backup)
- Request designs and proposals on preferred site from 3 Fit out companies

3 months

- Confirm Heads & Terms on Office space of choice
- Begin lease negotiation (This will normally take 3-6 weeks)
- Select Fit out Company so they can assist during lease negotiation
- Confirm space layout & costings for Fit out works

04

10 weeks

Contact the following suppliers to obtain quotes if required:

- Removal company
- Printers for new stationary & company collateral
- Your website company to arrange contacts details changes
- Insurance Company
- Cleaning company
- Franking machine for postal services
- Telephone System relocation
- Telephone lines (These take 6 weeks minimum to order)

8 weeks

- IT System relocation
- SKY / Terrestrial Television installation
- Electricity provider (you do not have to use the existing supplier)
- Photocopier relocation (This is often a specialist company)
- Alarm & Security systems (your insurance company may insist)
- Plant suppliers
- Relocation of company safe if oversized
- Health & Safety company to help with Fire Risk assessment
- Fire extinguishers



05

6 weeks

- Lease to be signed & Exchanged
- Telephone Lines to be ordered the day the lease is signed
- Internet Lines to be ordered the day you move
- Fit out contract to be signed on same day as lease to maximise rent free
- If buying new furniture this must be ordered at least 6 weeks in advance
- All other contracts should now be awarded or in place to give plenty of notice

4 weeks

- Organise staff meeting to confirm details of move
- Send out first notice of intention to move email / letter to clients & suppliers
- Arrange for postal re-direct for your given move date
- Arrange with your current landlord to meet on site on or soon after move date
- Give notice on all 30-day accounts such as Broadband
- Existing office utilities to be informed of move date
- Order new office stationery

06

1 week

- Send second move card for clients and suppliers
- Confirm by phone and email all supplier contracts and timings
- Confirm all telephone and internet links are live and tested
- Packing crates to arrive at least 4 days before move
- Final staff meeting to discuss roles and responsibilities during move
- Order any new keys/cards

Move day

- Photograph your new offices before you start to move in
- Carry out meter checks on electricity / Water (Old and new offices)
- Confirm de-activation of existing telephone & broadband links
- Photograph all areas of the old office before you leave for your records
- Confirm phone diverts are active and working
- Confirm change of address & contact details on your website
- Meeting with old landlords agent for inspection and handover of keys
- Arrange food for everyone



07

Things to remember

- A cleaning contractor
- Bottled water company
- Vending machines such as coffee or food
- Deliveries of staff foodstuffs (bread/milk/drinks etc)
- Artwork for Boardroom/meeting rooms and public areas
- Kitchen appliances and crockery
- Whiteboards
- Televisions & Plasma screens for the offices
- Projectors and AV for Boardrooms / meeting rooms
- Alarm system and alarm monitoring for insurance purposes
- Shelving & Storage space
- Do you need a security safe
- Photocopier
- Franking Machine
- Security Guard / Security company
- Recycling station / company
- Electrical PAC testing for your office equipment (Mandatory)





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**For further information about
office relocation process
please feel free to contact:**

info@morganpryce.co.uk

Prince Frederick House, 35-39 Maddox Street

London, W1S 2PP

T: +44 (0)20 7292 4710

T: +44 (0)84 4241 2525

www.morganpryce.co.uk

