

The art of relocating a business!

Relocating a business, even a small one, can be a major enterprise. All sorts of fun decisions have to be made, and many practical ones too. It can be handy in this situation to have a checklist setting out what needs to be done, who needs to do it and when. Then you can dream about your lovely new office at night rather than the things you should have done. Hopefully this will help. Good luck!



WHO IS RESPONSIBLE?

There's a lot to think about, so start by setting up a relocation team of colleagues from different parts of the business. Begin well in advance with regular (not necessarily long) meetings and take notes on who is doing what and when.

GET EVERYONE ON BOARD!

Tell everyone when you're moving, where and why. How will this make the business an even better place to work in the future and even more successful in the fight for talent and market share? Get together and talk often, so everyone feels involved.

TELL SUPPLIERS AND/OR SIGN UP NEW ONES

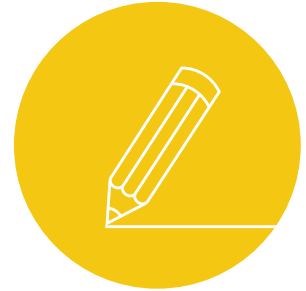
The relocation is a good opportunity to review and renegotiate contracts with suppliers. Who will you keep and what new ones do you need at your new address?

- » Insurance
- » Office equipment
- » Plants
- » Food/coffee
- » Cleaning
- » Parking
- » Fitness/healthcare
- » Alarm system/security
- » Electricity, heating, air conditioning
- » Communications/broadband

GIVE NOTICE ON THE OLD AND THINK ABOUT HOW TO FURNISH THE NEW.

When do you need to give notice on your current lease to fit in with the start of the new one? Then it's time to start thinking about how the new office should be furnished. What can you take with you, and what new things are needed? When do you have to put your orders in to make sure everything is delivered in time? Here are a few things to think about:

- » A plan of the furniture layout
- » What fit-out work is included for new tenants?
- » Workstations
- » Buy new furniture/use old
- » Conference rooms
- » Reception
- » Kitchen
- » Post/copying
- » Toilets/shower
- » Break out areas



ORDER NEW PRINTED MATERIAL, BUSINESS CARDS, LETTERPAPER, ENVELOPES, ETC

Maybe it's time to review and refresh your graphic profile, so the relocation becomes a new start on many levels.

EMPLOY A MOVING FIRM.

LET CUSTOMERS, PARTNERS, AGENCIES AND MAYBE THE WHOLE WORLD KNOW ABOUT YOUR NEW ADDRESS.

Of course customers, suppliers and other contacts need to know when and where you're moving. But the relocation can also be a good opportunity to get in touch and explain more about what you're doing and how you're developing. Might it be worth writing a press release, running an activity on social media, updating the website, holding a moving-in party or something else to help build your brand?

Will there be any special procedures relating to your move? Don't forget to explain them as well.

THROW AND RECYCLE.

Plan days for having a clear-out and make sure there are plenty of bins and containers for everything that's not accompanying you to the new address. Also think about what can be recycled, sold or given to charity and make your employees proud of their contribution to a more sustainable world.

THIS IS WHERE I'LL BE WORKING!

Have a plan for how and where everyone will be working and present it well before the move. The more people are involved, excited and engaged, the better.

WE'RE MOVING TODAY!

Remember to update your website, voicemail and other channels to explain you're in the middle of moving and give your new address. Also explain any special procedures that might apply.

HI!

Say hello to all your new neighbors, and tell them who you are and what you do.

Take a breather
and plan a fan-
tastic moving-in
party!

Notes



A large, empty rectangular box with a thin orange border, intended for taking notes.