



# *Moving Guide*

*for Office Moves*

*With Bournes, it's personal.*

**Just like moving house, moving office can be one of the biggest and most stressful experiences you're likely to encounter. But it needn't be that way – follow our guidelines to make sure you're on track for a smooth move...**

## **1. Start planning EARLY**

*Unlike moving house, it's highly likely that you'll have more time to prepare for an office move. And this is where time is on your side – the logistics of moving your office and its contents from one location to another are far more complicated than moving house, so the earlier you start to plan for everything, the better.*

Things you should be checking and deciding on at this stage include: the size of the new property, the budget for the move, the location you want to be in, the timescale for completing the move and who will be in charge of coordinating each aspect of it. You should also consider the timing of your move - does your business have a particularly busy time or peak season that would make moving all the more difficult? If so, try and schedule your move out of this time.

## **2. Budget**

*This will probably be the deciding factor in much of your move, so this is something that needs to be discussed as early as possible. Things that need to be taken into consideration include:*

- Rent, rates and any other charges on the new property
- Deposit for the new property
- Professional fees (solicitor, insurance, surveyor, estate agent, etc)
- Office design/redcoration/structural changes
- New furniture and office equipment
- IT & telecoms systems
- Removals
- Personnel costs – recruitment, redundancy, relocation, etc
- Updating any marketing material with the new address – stationary, business cards, website, etc.

## **3. Selecting the right location**

*Whether you're taking on the task of sourcing your new property yourself or hiring a property consultant to do the work for you, there are a few things to remember when it comes to locating your new office:*

- The length of the lease required
- Your preferred location – do you want to be in a town centre close to all the local amenities or is that something you're moving to get away from? Do lots of your staff commute via train so you need to be near a main line station?
- Car parking facilities for staff that drive
- Type of building – do you need access for deliveries? Does it need adapting for any disabled members of staff? Is there space for a staff room and a separate room to meet clients in? Do you need any outdoor space?



#### 4. Get your Move Team together

*Once you've got your budget sorted and you've started the hunt for your new office, the next thing you need to do is assemble your Move Team. These will be the people that will help you through the move and make it run smoother because, as much as you might think you can do it all on your own, it will make life easier if you have some help. Trust people you can delegate jobs to and who are good at communicating with people within their departments. Depending upon the size of your company, think about the following:*

- Including one representative from each different department as a member of the Move Team. This person will be able to communicate back and forth between you and their department to ensure that everyone knows what's going on at each stage of the move, giving them someone they trust to confide in about any concerns they might have.
- Holding regular meetings with your Move Team. Not only does this allow you to keep them up to date with what's going on but they can also report back to you with any questions or concerns their team has raised – some of which you might not have even thought of yourself.
- Keeping all staff involved in the process; keep them informed about things like the size and location of the new office, the new decoration, parking and other facilities and the local amenities in the new area.
- Delegating specific jobs to each team member – whether it be taking charge of one of the bigger tasks or simply overseeing the clearing out and packing of their department, anything your team members can do will help alleviate some of the pressure on you.

#### 5. The technical stuff

*There aren't many businesses that run these days without relying on technology, so it's important to make sure yours is all accounted for in the move. It's likely you'll want the transition between offices to be as seamless as possible to avoid any downtime, so try and think about:*

- What your requirements for equipment are – do you need telephones, computers, fax machines, scanners and photocopiers? If so, how will these all fit into the new office and do you have enough power sources and data points?
- What is coming with you and what will you be buying from scratch?
- Having regular discussions with your IT department about how everything will work in the new office with regards to layout and what needs updating. Think about the installation of things like hardware, software, licenses, networks and cabling and try and agree a time when it can be set up and tested prior to the move in order to minimise disruption to the workflow.

#### 6. Lists, lists and more lists

*It's easy to forget, amidst thinking of all the big stuff, about all the little things you need to remember too. Start compiling a list fairly early into the process that takes account of some of the smaller things you need to think about, such as:*

- Making an up-to-date inventory of all your equipment. This can be something you delegate, as each member of the Move Team can take responsibility for



- cataloguing the contents of their own department.
- Security systems and alarms – do they need installing at the new building/ uninstalling in the current one?
- Smoke alarms – does the new building have enough? Have they all been tested?
- Replacing the old address on all stationary and business cards to your new one. The same goes for your website and making sure customers are aware of the move.
- Getting a new sign made for the next office.

## 7. Notifications

*There's little point in moving if no one ends up knowing about it – make sure you inform everyone that needs to know about the move in plenty of good time, remembering specifically to inform:*

- Your customers. Make sure you let them know that despite the change of address, it will be business as usual. Spread the word via phone, email and social media sites well in advance of the move.
- Official organisations: the bank, insurance companies, your local council and the Inland Revenue.
- Utility providers: Around 2-3 weeks ahead of your move, make sure all gas, electricity, water, phone and internet service providers are informed of the move and have your new details if you're going to remain a customer.
- Vendors and suppliers: Anybody you regularly order anything from should also be informed – whether it be stationary supplies, cleaners or the milk-man, they need to know.
- The Post Office – even if you've given everyone that needs it your new address fill in a redirection form at the Post Office for extra peace of mind. This way all post will automatically be redirected to your new address for 12 months, giving you the chance to make sure nothing has slipped through the net.

## 8. Find a professional removal company

*Never underestimate how much hard work moving your office from A to B will actually be. As tempting as it might be to try and do it yourself, always consider using a professional company to handle it for you. They will be able to:*

- **Minimise the time it takes to move:** A professional company will get the job done quickly and in one trip, meaning you'll be in your new office that same day and any downtime will be kept to a minimum.
- **Pack everything properly:** Most removal company crews are professionally trained to pack and load delicate items of equipment; the peace of mind this brings when it's your business is often worth the fee you're paying to hire them alone.
- **Cover you for loss or damage:** A good removal company will offer you some insurance options when quoting for your move. Always take them up on this; what seems like an additional cost at the time will be a lifesaver if anything does happen to get broken or lost in transit.





- **Offer a professional standard of service:** Always use a British Association of Removers (BAR) registered company (read more about the BAR standards on their website [www.bar.co.uk](http://www.bar.co.uk)). Check on the company's website to make sure they've got BAR accreditations for extra peace of mind.

*However, you might still want to do some of the moving yourself. And that's fine, just remember to:*

- Have a thorough de-clutter of the office before you even attempt any packing. Decide what's going to be replaced and get rid of the old stuff as soon as you can. Look up local storage facilities (some removal companies offer this as an extra service) for things like archiving and keeping old bits of furniture if you're downsizing or want somewhere to put things safely for the duration of the move.
- Order the right packing materials and make sure there's plenty to go around.
- Make copies of the new floor plan for the removal company, if you're using one, so that they know what is going where.
- Label everything properly. You might even want to consider using a colour code system that matches the floor plan so that everything ends up in the right place.
- Prepare a move day rota for any staff that are involved on the day so that they know what's happening and when.
- Organise people to stay behind and clean up the old office, making sure everything is returned to the landlord as it was found.

## 9. Getting organised

Once you're in your new office and the removal crew have left, you can start the mammoth task of getting organised. Before everything is unpacked, make sure you:

- Check the condition of the new office on arrival, taking photographs where necessary to document the condition of the building as it was on the day you arrived and making sure that all gas/electricity/water is working properly.
- Have one member of staff from each department on location during the move to ensure everything finds its rightful place. Make sure they have copies of the floor plan or any colour coding charts you've made.
- Ensure that the team leader for each floor signs off their part of the move once it's done so that you know everything is where it's supposed to be or if there are any problems/things have gone missing.



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