

Moving office checklists





Exit Strategy - Check List



Lease

End Date		Notes:
Notice Period		
Notice Give In Writing	🛛 Email 🗆 Verbal 🗆	
Break Clause?	Yes□ No□	
Dilapidation Requirements		
F		
End of Lease		
Notice to be given by		
Date of Move		

Budget

Running Costs	
New Office Rent £	Notes:
Rental Deposit £	
Business Rates £	
Service Charges £	
Maintenance £	
Insurance £	
Utilities £	

Office Design	
Space Planning £	Notes:
Fit Out £	
New Furniture £	
Other Office Equipment £	



Budget cont...

The Move	
Removal Company £	Notes:
Furniture Disposal £	
Waste Removal £	
Dilapidation Repairs £	

IT & Telecoms	
Migration £	Notes:
Upgrades £	

HR Costs	
Recruitment £	Notes:
Redundancy £	
Relocation £	
Staff Overtime £	
New Stationery £	
Website £	
Business Cards £	
Marketing Collateral £	
Notify Customers/Suppliers £	
New Signage £	

Notes:	

New Office - Check List



Wish List

Size of Office Requ	iired	
Length of Lease		
Type of Lease		
Location		
Type of Building		
Facilities Required		
	Warehouse 🗆	Offices 🗆
Timescales for Mov	/e	
Budget for Lease		

Agent

Company Name	Notes:
Contact Name	
Address	
Telephone Number	
Email Address	

Space Planning/Fit Out

Company Name	Cubex Contracts	Address Blotts Barns
Contact Name	Andy MacKenzie	Brooks Road
Telephone Number	01933 460422	Raunds
Email Address	sales@cubexcontracts.com	Northamptonshire NN9 6NS

Office Relocation Team - Check List



Team

Name	Responsibilities
Department	
Contact No.	
Name	Responsibilities
Department	
Contact No.	
Name	Responsibilities
Department	
Contact No.	
Name	Responsibilities
Department	
Contact No.	
Name	Responsibilities
Department	
Contact No.	
Name	Responsibilities
Department	
Contact No.	
Name	Responsibilities
Department	
Contact No.	
Name	Responsibilities
Department	
Contact No.	

Relocation of Services - Check List



Services

Contact Name	IT Relocation Company	
Telephone No. Email Address Telecoms Relocation Company Company Name Contact Name Telephone No. Email Address Electricity Company Name Contact Name Telephone No. Email Address Water Company Name Contact Name Telephone No. Email Address Company Name Contact Name Company Name Compan	Company Name	Notes:
Enail Address	Contact Name	
Telecoms Relocation Company Company Name Contact Name Telephone No. Email Address Electricity Company Name Contact Name Telephone No. Electricity Company Name Contact Name Telephone No. Email Address Water Company Name Contact Name Telephone No. Email Address Water Contact Name Telephone No. Email Address Contact Name Telephone No. Email Address Company Name Contact Name Telephone No. Email Address Company Name Contact Name Telephone No, Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name <	Telephone No.	
Company Name	Email Address	
Company Name		
Contact Name	Telecoms Relocation Company	
Telephone No. Email Address Electricity Company Name Contact Name Telephone No. Email Address Water Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Company Name	
Email Address	Contact Name	
Electricity Company Name Contact Name Telephone No. Email Address Water Company Name Company Name Contact Name Telephone No. Email Address Contact Name Telephone No. Email Address Company Name Contact Name Telephone No. Email Address Company Name Contact Name Telephone No. Email Address Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Company Name Company Name Contact Name Telephone No. Email Address	Telephone No.	
Company Name	Email Address	
Company Name		
Contact Name	Electricity	
Telephone No.	Company Name	
Email Address	Contact Name	
Water Company Name Contact Name Telephone No. Email Address Cleaners/Janitorial Services Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Telephone No.	
Company Name	Email Address	
Company Name		
Contact Name Telephone No. Email Address Cleaners/Janitorial Services Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No. Email Address	Water	
Telephone No. Email Address Cleaners/Janitorial Services Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Company Name	
Email Address Cleaners/Janitorial Services Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No. Email Address	Contact Name	
Cleaners/Janitorial Services Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Telephone No.	
Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Email Address	
Company Name Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.		
Contact Name Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Cleaners/Janitorial Services	
Telephone No. Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Company Name	
Email Address Stationery/Print Suppliers Company Name Contact Name Telephone No.	Contact Name	
Stationery/Print Suppliers Company Name Contact Name Telephone No.	Telephone No.	
Company Name Contact Name Telephone No.	Email Address	
Company Name Contact Name Telephone No.		
Contact Name Telephone No.	Stationery/Print Suppliers	
Telephone No.	Company Name	
	Contact Name	
Email Address	Telephone No.	
	Email Address	

Relocation of Services - Check List



Services cont...

Vending/Water Machine	
Company Name	Notes:
Contact Name	
Telephone No.	
Email Address	
Fire/Security Provider	
Company Name	
Contact Name	
Telephone No.	
Email Address	
Commercial Waste Remover	
Company Name	
Contact Name	
Telephone No.	
Email Address	
Insurance	
Company Name	
Contact Name	
Telephone No.	
Email Address	
Company Name	
Contact Name	
Telephone No.	
Email Address	
Company Name	
Company Name	
Telephone No.	
Email Address	

The Move - Check List



Four Weeks To Go

- □ Order plenty of packing cases/crates
- Discuss dilapidation works required (for old premises) with refurbish company.

Notes:		

Three Weeks To Go

Check in with service providers, regarding contracts	Notes:

Two Weeks To Go

□ Have packing cases/crates arrived?	Notes:
□ Redirect Phone Number	
□ Redirect Post	
□ Security Passes, codes & keys	
□ Issue Relocation Team with action plan/rota.	
□ Book cleaners for old premises	
 Label furniture with its location at new premises 	
Change of address to suppliers and customers	
□ Arrange additional waste removal	

One Week To Go

□ IT & Telecoms sorted	Notes:
 Meet with refurbishment company, discuss final snags etc 	
□ Start packing cases/crates, label accordingly	
$\hfill\square$ Refreshments for both locations on move day	
□ Collect access cards/keys for old premises	

The Move - Check List



The Big Day

□ Parking for removal company's vehicles	Notes:
\Box Do a move in inventory of new premises	
Liase with relocation team to ensure adequate cover	
□ Issue access cards/keys	
□ Identify area for used packing materials/rubbish	
□ Check IT/Telecoms working OK	

After The Move

 $\hfill\square$ Finalise utility bills from old premises

□ Launch Party

Notes:

Notes:	