

OFFICE MOVE CHECKLIST

There are numerous reasons why an organisation will consider an office move, a lease break or expiry may be looming or they may be growing as a business and need to find a larger, more fit for purpose space.

This check list provides logical step by step instructions to follow when looking to move offices.

- Appoint a project leader to manage the whole process.
- Pick the perfect location to base your company.
- Forecast a relocations budget.
- Enlist a property agent to assist your property search.
- Hire a workplace relocation specialist with the right credentials.
- Work with IT to implement their strategy into your new workplace.
- Complete a storage audit to map out a landscape of your data.
- Communicate with your employees to let them know about any changes.
- Understand what space you really need and how to use it.
- Pick furniture that is practical, comfortable and attractive.
- Decide how sustainable you'd like your office to be.
- Ensure your workplace relocation specialist provides a dedicated move manager to liaise with all external stakeholders.
- Carry out a debrief once you've moved as key learnings will be useful for the next time.

To find out more, please call 0330 024 0959,
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