

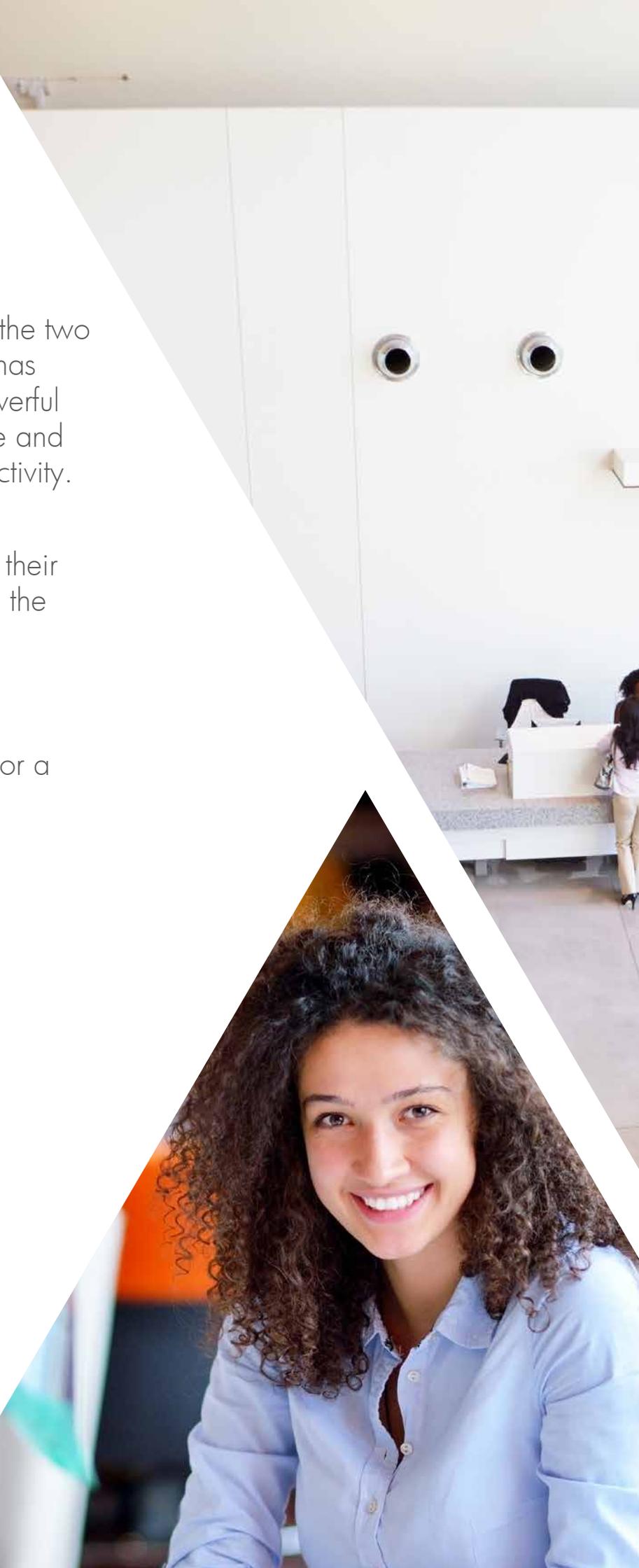
# MOVING OFFICE GUIDE

*A more flexible approach*  
[www.crownworkspace.com](http://www.crownworkspace.com)

People and workplaces can be the two greatest costs any organisation has to meet. But they are also a powerful source of competitive advantage and their relationship is key to productivity.

Attracting the best people in the current climate means rethinking their working environment, as well as the employment contracts.

We have put together a careful framework of all the steps your organisation needs to consider for a successful workplace.







# 1

## APPOINT A PROJECT LEADER

The first part of this process is to engage with the key stakeholders and decision makers from IT, HR, Finance and Marketing and nominate a 'Project Leader'.

This person will be appointed as the point of contact and will be responsible for cascading information to the rest of the organisation regarding the relocation. This person must have good communication skills, have respect, authority and ideally some previous experience with budgeting and fit out.

# 2

## PICK A LOCATION

It's important that the choice of location is the right one – not just for your business but also for your employees. Do you have a connection, network or see potential for growth in the location? These are important questions to consider when thinking about the location.

You'll also need to consider how far it is for your staff to commute, and accessibility for clients to visit. Another consideration is car parking facilities – are there enough spaces to accommodate your staff and visitors?

Discuss options with your chosen property agent to ensure your workplace is suitably located and accessible.

# 3

## FORECAST A BUDGET

A workplace relocation is one of the biggest investments an organisation can make. From rent to legal fees, insurance, furniture and additional security, everything comes at a cost. Ensure you have devised a plan that includes all costs and a space – expected and unexpected.

Your relocations company should help you draft out and forecast any expenses that need to be arranged.

# 4

## ENLIST A PROPERTY AGENT

Select your property agent carefully. They should have a wealth of market knowledge, know what properties are available and help with your search based on your requirements. Along with searching for a suitable property, they should also assist with negotiations, and liaisons with property lawyers and landlords.

# 5

## HIRE A DESIGN AND FIT OUT COMPANY

When picking a company, choose one that understands your organisation's culture and has people that you get along with. Ask about their track record and their financial stability, you don't want to pick one that doesn't have the budget or credentials to execute your move. Utilise their skills and let them help you with selecting the space.

They can help with space planning and working out how much you really need. Make sure they can also provide all the services you require, as this will save you time and money.

Interview a number of companies before making a decision. They shouldn't charge for consultations or advice.

# 6

## INFORMATION TECHNOLOGY

What is your IT strategy and how can it be implemented in the new workplace? Where are you storing your data and at what cost? An IT and data audit should be carried out to identify what data you currently store, how you store it and the procedures around it. This could help cost saving.

Another IT consideration is hot desking - it can save office space but do you have the technology equipment to support it. Wi-Fi, cloud storage, and digital scanning services can all help to improve your IT efficiencies. This is also a great time to review how you manage your information and how it can be made more efficient in the new workplace.

# 7

## STORAGE AUDIT

Have you ever reviewed your workplace storage? Your organisation not only provides personal storage (like desks and cloakrooms) but you'll also have business storage assets that will include archiving rooms, cabinets and cupboards.

Completing a storage audit will map out a landscape of your data and storage, what you have and what you really need. You never know it might save on the amount of space you need.





# 8

## ENGAGE WITH STAFF

Your organisation's biggest asset is its employees, so it is vital keep them up to date on your relocation plans. You also have a legal requirement to inform them of any changes. Your selected relocations company should offer, recommend and implement a staff communications programme as a part of the relocations package.

As well as communicating to staff, it's important to understand what your employees really want out of their workspace and implement a plan to reflect this.

# 9

## SPACE PLANNING

As the modern day workplace design evolves and becomes more agile, you should consider your workplace space and how you really use it. A space audit can provide you with clear calculations on what space you have available and how you can really utilise it.

Space planning will also carefully review your staff and their operation. With hot desking becoming more popular, you might not need as many permanent desks as you initially thought.

Trends in workstyles and office design point towards fewer desks per head and a smaller space per work station. You may be surprised to discover that a better workplace isn't always bigger.

# 10

## FURNITURE

Any piece of furniture will last well if it's so uncomfortable that no one will use it. Care in selecting the best furniture is important, not least because it's expensive.

Visit showrooms and take a seat, as touching, feeling and experimenting is the only way to really know if you've made the best choice. Think about how things will be used, where and when.

Make sensible choices, but have some fun too. Other aspects we advise that you consider include warranties, rental, cable management and flexibility of furniture products.

# 11

## ENVIRONMENTAL AND SUSTAINABILITY CONSIDERATIONS

Sustainability issues are now a large and intricate part of any workplace relocation process. If sustainability is close to your organisation's core values then it's important to consider your requirements throughout your workplace relocation process.

It begins with the building selection process but should also be considered as a part of the fit out and move process.

As well as being responsible about the effect you have on the environment, the advantages to a sustainable office include increased productivity, reduced energy costs and a more efficient workplace.

A model sustainable office should be sensitive to its environmental impact. This includes energy and water consumption, equipment quality and long term energy efficiencies. Additionally it also includes building materials, waste management and furniture quality standards.

# 12

## ON THE MOVE

Relocating offices is more than moving from A to B. It can be a demanding task and needs thorough logistical preparation. The process involves meeting with landlords, staff, contractors, engineers and security. It also includes pre- and post-move condition surveys and the labelling and mapping of all furniture and technology.

Final risk assessments, safety checks and supervision of all deliveries need to be arranged and consolidated.

Your workplace relocation provider should provide a dedicated Move Manager, one person who controls the project, providing consistency and confidence for a seamless transition.

Above all, they should make sure the project is on time and within budget.

# 13

## POST-RELOCATION

Just because you've moved in, the work doesn't stop there! Your relocation company should offer post-move support and this can be in the form of floor walking and setting up a problem solving helpdesk. Reconciliation of the move, materials and a final de-brief meeting should be arranged between the client, project manager and relocations company to gain feedback and issue the handover document.

# WHERE IN THE WORLD IS APPNEXUS?





To find out how Crown  
Workspace can support a  
successful office move please  
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