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Office Relocation Checklist

The following document is intended to be used a checklist for any company who are considering whether they should move offices or reorganise their existing space.

It is quite detailed and should be used as an aide memoire when first embarking on the project.

It ensures that all avenues are covered and that the correct decisions are made based upon the information gathered whilst working through this document.

If you have any questions or require further information, please contact us.



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ASSESS WHETHER RELOCATION IS THE RIGHT OPTION

- Too much / too little space
- Change of working methods
- Expansion / contraction
- Need to reduce overheads
- Lease expiry / break
- Redevelopment
- Need to improve morale
- Need to be closer to key customers
- Merger / acquisition

HOW THE DESIGN WILL SUPPORT YOUR PEOPLE MOST EFFECTIVELY

- Private spaces
- Collaborative spaces
- Personal comfort and control
- Natural light
- Office size and location
- Team building
- Learning by proximity
- Open-plan concepts
- Workstation design
- Brand experience
- Culture
- Empowerment

COMMUNICATION WITH YOUR STAFF BEFORE, DURING AND AFTER THE MOVE

- Departmental meetings
- Email
- Notice board
- Layout plans on show
- Newsletters
- Welcome booklets
- Presentations

DEVELOP A PROPER PROJECT BRIEF

- Future plans
- Too little / too much space
- Expansion / contraction
- Disposal / acquisition
- Leasehold / freehold
- Requirements for new location, image, quality
- Change in direction or culture of the business
- Lease break / expiry / reappraisal of property strategy
- Rent, rates, service charge, maintenance
- Available finance
- Capital allowances
- Timescale
- Communicating; new way of working



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INTERVIEW & SELECT A FIT-OUT PARTNER

- Key disciplines in-house
- Track record
- Financial stability
- Health & safety record
- Insurance cover
- References
- Visits to completed contracts
- Team capabilities
- Strong design ability
- Value for money
- Adequate resources

INTERVIEW & APPOINT OTHER KEY PROFESSIONALS

- Furniture specialist
- Cost consultant
- Security consultant
- Planning supervisor
- Property lawyer
- Mechanical & electrical engineer
- IT consultant
- Structural engineer
- Acoustic engineer
- Catering consultant
- Health and safety consultant

EXISTING WORKPLACE APPRAISAL

- Staff survey / questionnaire
- Company structure
- Departmental headcount
- Staff adjacencies
- Facilities required i.e. breakout areas, meeting rooms, comms room
- Current and future space usage
- Open plan / cellular
- Storage requirements
- Calculate the amount of space you will need
- Set space standards
- Produce briefing document



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DETAILED PREMISES SELECTION CRITERIA

- Size
- Local amenities & facilities
- Car parking
- Flexibility
- Condition
- Availability of storage
- Other occupiers
- Rent, rates, service charge
- Lease terms
- Landlord incentives
- Suitability to your brief
- Disabled facilities
- Building services; air-conditioning, lifts, generators, electrical
- New, second-hand, additional, existing, serviced
- Timescale for occupation

FORMULATE A PROJECT BUDGET

- Rent
- Rates
- Service charge
- Commercial property agent's fees
- Lawyers fees
- Insurance
- Fit-out / refurbishment costs
- IT infrastructure
- IT hardware, software, support
- Print i.e. letterheads, brochures, business cards
- Furniture
- Move management
- Archiving
- Planning supervisor
- Planning application fees
- IT consultant
- Project manager / cost consultant
- Other specialist consultants
- Additional security
- Royal mail redirection
- Telephone system, installation, connections
- Telephone redirection
- Training
- Ongoing running costs
- Utilities
- PR
- Maintenance
- Contingency



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ASSESS THE SUITABILITY OF EACH BUILDING IN DETAIL

- Carry out measured surveys
- Carry out preliminary building services survey
- Scrutinise heads of terms
- Block plan each building to ascertain space
- Produce outline budget for each building
- Produce outline programme for each building

SELECT A BUILDING

- Commence negotiations
- Local authority searches
- Make formal offer
- Agree heads of terms
- Carry out detailed surveys

FORMULATE AN EXIT STRATEGY FROM YOUR EXISTING BUILDING

- Identify any disposal costs
- Check out dilapidations clauses
- Budget dilapidations
- Review lease obligations
- Investigate all alternatives

CARRY OUT DETAILED BUILDING SURVEYS

- Measured survey
- Mechanical and electrical
- Water supplies and waste services
- Asbestos and other hazardous materials
- Disabled compliance
- Schedule of condition

COMMENCE DETAILED SPACE PLANNING

- Organisational chart
- Blocking and stacking plans
- Working methods
- Departmental relationships
- Hot desking
- Layout plans
- Departments and staff names on layout

HOME-WORKING AND HOT-DESKING OPTIONS

- Suitability assessment
- Sales people
- Field based staff
- Self-starters
- Communication links
- Home office set-up
- IT security
- Tax allowances
- Flexibility



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THE DESIGN PROCESS

- Finishes boards
- Perspectives / artist's impressions / virtual reality images
- Colours
- Electrical scheme
- IT layouts
- Comms room design
- Air-conditioning scheme
- Joinery details
- Specialist areas i.e. reception, boardroom, kitchen
- Capital allowances impact

TECHNOLOGY OPTIONS

- Wireless networks
- Flat screens
- Comms room
- Software updates
- Cabling
- Desktop PC's
- UPS
- Backup generator
- Mobile devices i.e. smart phones, blackberry, PDA's
- Fire prevention
- Servers

FURNITURE OPTIONS

- Availability
- Flexibility
- Warranties
- Design and appearance
- Cable management
- Cost
- Delivery
- Long-term supply agreement
- Storage
- Seating

IDENTIFY PHONE SYSTEM SPECIFICATION

- Research phone line service providers
- Number of lines required
- Direct dial numbers (DDI)
- Voicemail
- Reuse of existing number
- Wireless



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CARRY OUT A DETAILED STORAGE AUDIT

- Personal storage i.e. desk drawers and pedestals
- Mobile storage
- Storage wall
- Archive
- Storeroom
- Fireproof storage
- Security
- Offsite facilities

REDUCE THE AMOUNT OF FILES, UNWANTED EQUIPMENT & CLUTTER

- Review off-site storage
- Archiving
- Microfiche / document scanning
- Secure disposal
- Re-sale opportunities

CAPITAL ALLOWANCES

- Plan to maximise allowances
- Quantify available allowances
- Maximise "green" materials
- Take specialist advice

LEASING OR RENTALISING THE FIT-OUT & FURNITURE

- Tax position
- Cash flow
- Suitability
- Negotiation with landlord
- Timescale

LONG LEAD-IN ITEMS

- Air-conditioning equipment
- Phone lines
- Furniture, desking, seating, storage
- UPS, generator
- IT equipment
- Information providers i.e Reuters or Bloomberg
- Corporate literature

DISABILITY DISCRIMINATION ACT

- Access audit
- Specialist advice
- Consult with landlord
- Review policy

ASBESTOS AT WORK REGULATIONS

- Specialist audit
- Risk assessment
- Professional advice
- Risk management plan
- Ongoing monitoring
- Maintain records



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FINALISE SPECIFICATION, COSTS & PROGRAMME

- Design fees, preliminaries, health and safety, welfare
- IT, Phones
- Partitions, doors, decoration, joinery
- Strip out, demolition, building work
- Mechanical, electrical, lighting
- Flooring, ceilings
- Furniture, desking, seating, storage
- Security, fire prevention
- Look into finance options. Review capital allowances

APPROVALS PRIOR TO COMMENCEMENT OF WORKS

- Landlord
- Planning permission
- Listed building consent
- Fire officer
- Building regulations
- District surveyor
- Environmental health

TYPE OF BUILDING CONTRACT

- JCT
- Fit-out specialist's own format
- Exchange of letters

SIGN THE LEASE

- Mobilise and commence site works
- Commence insurance policies
- Health and safety implementation
- Make finance decision

INSURANCES

- Public liability
- Professional indemnity
- Contractors all risks
- Contents
- Building fabric

RELOCATION

- Ensure move date is booked with removal company
- Communicate plan to all staff
- Arrange for specialist removal of IT items
- Ensure new building is fully protected before removals start
- Provide crates and labels for all staff
- Dispose of all unwanted clutter
- Arrange for key personnel to be available