

# Relocation Checklist

[DallasOfficeSpaceForLease](#)



## Preliminary Key Decisions

These are the big decisions that must be agreed as the start point in carrying out the move. They can then be given to the Office Relocation Manager to start the detailed planning.

- Approval to move from upper management
- Determine why you are moving. More/Less Space? Less Expense? Nicer Location?
- Determine where you would like to move.
- Set Target date for move in
- What is your relocation budget?
- Who will manage the relocation?



## Formulate Your Relocation Calendar

You will need a detailed timetable which will ensure that all aspects of your move flow appropriately and ensure your relocation stays on track.

- What is your target move in date?
- Coordinate between new and current lease
- Discuss requirements with Relocation Providers and Contractors
- Determine project lead times and dates for your relocations
- Decide when your move should begin
- When must you be functioning in your new space?
- Analyze timetable and relay to Relocation Service Providers
- Edit calendar as needed



## Determine Your Moving Budget

Even though you have an estimated moving budget, you will need to produce a detailed Moving Budget for approval by the decision maker(s).

- Rent, Taxes, Maintenance and Insurance
- Security Deposit
- Professional Fees from Relocation Service Providers and Movers
- Construction and Design
- Furniture and other office items and equipment
- Information Technology and Telecom
- Repairs to current office
- Human Resource costs
- Updating and Printing of new business stationery, marketing materials and website



## Build Your Office Relocation Team

It is a good idea to build an Office Relocation Team under the direction of the Office Relocation Manager.

- Designate an Office Relocation Manager
- Determine a lead for each main department
- Set and Hold weekly meetings with your Relocation Team
- Set and Hold regular meetings with your Service Providers
- Include your office staff and communicate status of the relocation project



## Select Your New Office Space

The correct selection of your new office space will have a positive impact on your business. The key to your office selection success is to have a good Tenant Representative.

- Determine office space requirements
- Determine lease length requirements
- Establish your ideal locations
- Complete your budget for office space
- Decide what your parking lot requirements are
- Timeframe of office move



## New Office Floor Plan - Space Design

Having the right design and space plan for your new office has a positive impact on productivity, culture and success.

- The space attainable vs. your space requirements
- Staff Workstation locations
- Technology equipment locations (printers, copiers, fax machines...etc.)
- Construction required - walls, partitions, storage...etc.
- Touchups Required - paint, floors, window coverings, lighting...etc.
- Group staff together by department
- Plan for ample storage and equipment areas to refrain from accidents



## Office Furniture

Office Furniture is an important aspect is assuring a favorable work environment for your staff. It should give the right impression to clients and staff, be comfortable, practical in keeping with the overall office design.

- Determine furniture needs for your new office space
- Use cost effective furniture, such as cubicle systems
- Will you need new or used furniture?
- If new furniture will be used, will you buy or lease?
- Set date for delivery of furniture
- Determine how you can sell furniture that is unwanted
- Discuss ergonomic equipment needs with HR and key staff



## Information Technology and Telecom

Working with an IT and Telecom company ensures your IT equipment and telephone systems are transferred, assembled, and fully functional in the new office with no disruption or down time.

- Take an inventory of all requirements for telephones, computers, faxes, copiers...etc.
- Determine what will be moving with you and will need to be purchased
- Design a configuration plan for telephone systems, computers, and equipment
- Determine voice and data cabling outlet configurations
- Establish power cable requirements
- Determine ideal location for workstations
- Design a disaster recovery plan
- Include your IT team on all of the above
- Agree on requirements of hardware, software, licensing, infrastructure, installation and testing



## Notify Your Contacts

It is important to keep all of your contacts informed on your move and your timetables.

- Take advantage of the relocation to establish contact with your clients
- Inform clients of your address change
- Personally call your key clients and inform them of the change and your commitment of reliability during the relocation
- Compose and mail letters for your bank, insurance companies and government agencies
- Inform office vendors
- Setup mail forwarding with the US Postal Service
- Notify utility vendors 2-4 weeks in advance of your move in date



## Working with Your Office Moving Vendor

You should use a professional Office Moving Vendor in order to relocate your business quickly and efficiently.

- Hire a moving company
- Purchase packaging materials and crates
- Hand copies of the new floor plan to the moving company
- Color Coordinate furniture, boxes, equipment and crates
- Determine which staff goes where and what equipment they will get
- Compose an Itinerary for who will be where when. (Create copies for complete staff and include mobile phone numbers.)
- Clean up existing office and repair any damages



## Facilitate Your Arrival

Important things to think about when you arrive at your new office in order to facilitate the smooth transfer from one office to another.

- Test telephones, computers, networks, servers and all equipment
- Complete a walk-through of new space and take photographs to document condition
- Have your Office Relocation Team on site during the move to coordinate the move
- The Office Relocation Manager oversees and signs off on each process of the relocation
- Set up a "Lost and Found" at old and new office locations
- Supply refreshments at both old and new office locations
- Distribute keys to staff



## After the Relocation

Important tasks to be completed before the job is done.

- Complete a site inspection of the new space
- Day 1 should be used to troubleshoot any issues that arise. Have IT company on site.
- Recognize any construction defects and follow up with Construction Contractor
- Compare all vendor invoices with their quotes - handle discrepancies
- Have a launch party to showcase your new space
- Train staff on new technology