

Office Relocation Checklist



How to Find a New Office Place

When you are looking for a new place, always ask yourself the following questions:

Can you afford it?

Is it insured?

Is it big enough for everyone?

Can it get expanded in the future?

Does it have air conditioning, or central heating?

Does it have bathrooms? Showers?

Is it close to amenities?

Is it comfortable for clients to visit?

Is it located in a safe area?

Does it have available parking space?

Are there enough power sockets?

How to Relocate a Business

- Start planning 12 months before the move

- Plan the design of the new office

- Hire reliable services

- Update business cards

- Book a quote with a moving company

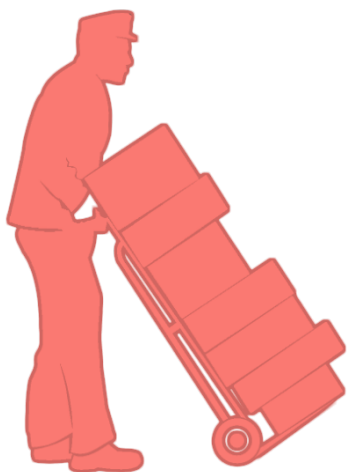
- Calculate relocation costs

- Delegate responsibilities to lower managers

- Send change of address notifications where it is needed

- Build kitchen and wash-rooms

- Set up servers, cables and wiring



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Office Relocation Responsibilities Towards Employees

Check Mobility Clauses

If there is no clause an employee may simply say, "I don't want to move" and if you move the office anyway, they can file a lawsuit. Make sure you don't reach that stage.

Get to Know the Details

Look over the transport links and make sure everyone will be able to get in on time. Some might have their way to work shortened, but others won't be so lucky. Think about compensation.

Avoid Misunderstandings

Announce the big news early and after the plans are ready. If you have to tell more than 100 people you need to give them 90 days' notice, for 20+ you need to give them approximately 30 days.

Let Your Employees Play an Active Role

If you include them in the matter, they will adapt to the change more easily which will allow you to consider every detail. It's also a good idea to include them in some cleaning up.

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