



THE MOVING OFFICE SURVIVAL GUIDE





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-  info@space4uselfstorage.co.uk

BRACKNELL

 48-49 Longshot Lane
Binfield
Bracknell
RG12 1RL

 01344 20 30 49

WINDSOR

 S K House
Arthur Road
Windsor
SL4 1SE

 01753 83 05 58



Introduction

Moving offices can be just as stressful, if not more so, than moving house. It requires a huge amount of organisation and coordination, whether you're a large company looking at moving hundreds of employees or even just looking to move out of your home office into your first business. There is usually a whole range of technology, equipment and legalities that need to be arranged and you often can't afford for things to go wrong.

Luckily, we know a thing or a two about moving offices. We offer affordable bespoke office space, so we've seen a company or two make the move in our time. With that in mind we've put together this detailed yet easy survival guide to help you with your move. From the moment you've found and secured your new office, this guide should help get you and your employees through the door with relative ease.

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WHO TO INFORM

PEOPLE

- Landlord
- Employees
- Clients and partners
- Suppliers
- Professional organisations

DATE

<input type="checkbox"/>	_____

BUSINESS/ OPERATIONS

- Internet provider
- Telephone company
- Printer service companies
- Stationary services
- Food services
- Bottled water company
- Energy suppliers
- Insurance

<input type="checkbox"/>	_____

WHO TO INFORM

FINANCE/LEGAL

Banks and financial institutions

Solicitors

Any accounts departments

DATE

OTHER



Create a list for your list! Some of these items will require a list in their own right to keep track. For example, a list of all your clients, partners and suppliers.

Before the move

BEFORE YOU DO ANYTHING



BUDGET

Once you have a list of groups and people that need to be informed you can use it as a framework to plan your budget for the move itself outside of office rental costs. For example, you can assign a budget to internet and telephone providers based on quotes and what you think you can afford. You'll also need to budget for any storage and removals you need as well as a maximum budget for any additional furniture you may need so you can keep this in mind when you design your new office layout later.



DELEGATE

Because your workforce is one of the first groups you need to inform and the move affects them more than anyone else, it's a great time to involve them as much as possible. Plus, you won't be able to pull off the move alone! After you've formally informed your employees of the move you can put together a relocation team, ideally with representatives from each department so they can help you design the set-up in the next stage and make the move more manageable.

Assign tasks to relevant parties for each stage of the move to make things easier to track and action. Also make sure to schedule regular meetings to keep track of which tasks are completed, which still need to be done and if there are any issues or delays. These organisers should later be in charge of arranging the packing and unpacking for each department.

TOP TIP

This is a great time to create a timeline of all the essential stages of the move. Use this guide to help!

PLANNING YOUR OFFICE

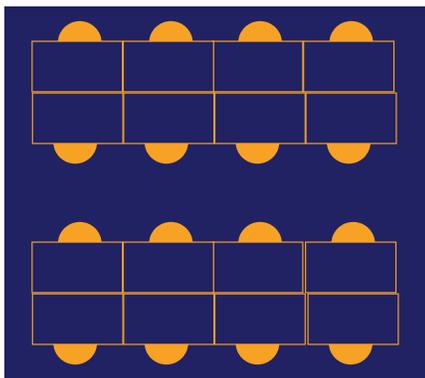
Unlike moving home where you may already have an immediate idea about where to put your sofa or TV, offices typically require a bit more planning. You may already have furniture you're moving with to a different shape or size office, need to buy new furniture because you're moving from a place that had it included, or don't need furniture at all because your new office space has it included.

Whatever your situation, you will need to plan how to set up your office to best suit the space and your needs. This stage is very important, as the way you arrange desks and private office spaces can impact the atmosphere, morale and even productivity of the office. You'll need to consider the office itself such as power outlets and any storage space as well as how many people are in each department and which departments most often work together.

It's also important to include a break-out area in your set-up as relaxing and taking a breather at work is vital for employee wellbeing and can even improve productivity in the long term. Your new office may already have an obvious break-out area such as by a small kitchenette, but if not then don't forget to plan for one.

Take a look at these typical office set-ups to get an idea of which arrangement could suit your business best.

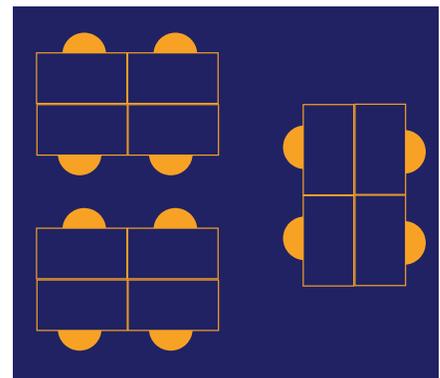
OPEN



CLOSED



MODULAR

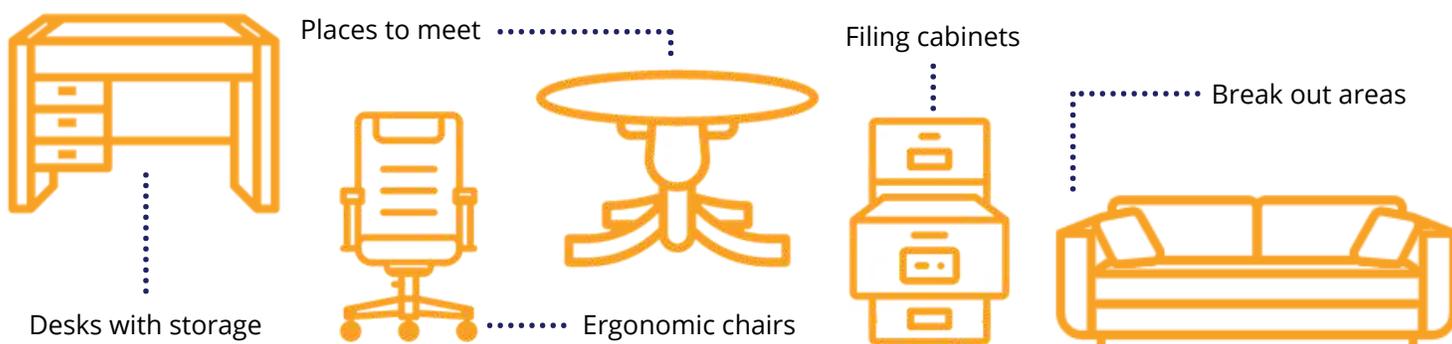


TOP TIP

Assign colour codes to each department and use coloured stickers to plan out sections in the office, then assign each employee a number and assign them a specific desk on the floor plan. Highlight power outlets and storage space!

CREATING YOUR OFFICE

Next, you can think about creating your office design with furniture and equipment, but make sure it's within your earlier defined budget. Once you've planned your office set-up you can look at either storing any additional furniture you don't need or buying in more furniture to achieve your design. Make an inventory of all your current furniture before sourcing and contacting a furniture company as required. Take a look at some of the main furniture you'll want to consider.



As well as the furniture you'll need to account for other office equipment including computers, telephones, servers and other electrical equipment. Members of your relocation team representing your IT department should be able to plan and manage this area, but take a look at this list of essential technology to help.

- | | | | |
|---|--------------------------|--|--------------------------|
|  Computers and monitors | <input type="checkbox"/> |  Printers/scanners/copiers/fax | <input type="checkbox"/> |
|  Computers accessories eg. keyboards, mice | <input type="checkbox"/> |  Telephones | <input type="checkbox"/> |
|  Servers and hardware | <input type="checkbox"/> |  Headsets | <input type="checkbox"/> |

Finally, you should update and order new marketing material including stationery, business cards, website and brochure. Just like moving house you can redirect your mail, and as a business, it's vital that you remember to redirect telephone and fax as well!



Make sure your connectivity is not being hit by relocation and work with your business internet and telephone providers closely at this stage.

Before the move

PACKING AND REMOVALS

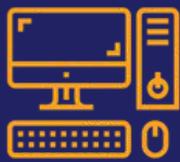
The most important part of your relocation preparation is arguably your packing and removals. You'll need the help of a good removals team that can handle office and business relocation's. While you should source a few quotes don't make your decision based just on price. Take the time to speak to each removals company and make sure you do a little digging for good and bad reviews rather than just picking the cheapest one. Once you have chosen your removals team make sure you have them come to your current office to take a look at your furniture as well as the new office space.

Offices can collect a lot of junk over time just like any house, so take this opportunity to declutter and get rid of anything you don't need.



FURNITURE

This will be the bulk of your move. Give your removals team your final furniture inventory which will be a list of the furniture you currently have and are keeping as well as any new furniture you have or will order. You should have this from your set-up plans earlier.



TECHNOLOGY

Computers, phones and other desk technology will need to be carefully packaged with boxes and/or crates. Refer again to your IT team with help in this area.



FURNITURE

Most businesses collect a lot of documents and paperwork over the year. Take the time to go through and get rid of any unneeded documents and carefully archive the rest.



FURNITURE

The best way to pack the other items that accumulate around desks and in desk drawers is simply to assign each member of staff responsibility of their own desk. Provide each with a box to pack their desk area. They can then be in charge of moving this box with them to their new desk space.

ARCHIVING

Off-site archiving is the best way to clear some space and declutter your office. Affordable business storage could provide a great way of keeping documents that you need, but don't need everyday, secure and out of the way.

Contact us to find out more



Before the move

PACKING AND REMOVALS

Once you've organised your packing process and decided on what you're keeping and throwing away your removals team will have a clear idea of the scope of the move and can make transportation arrangements as required. You can then also make sure you get in the right amount of boxes and packing supplies to begin packing. Assign your department representatives from your relocation team to be in charge of packing their own department.



AFFORDABLE BUSINESS STORAGE

If you have extra furniture that you want to keep for future growth but don't currently need, storage could be a great solution. At Space 4U we offer flexible short and long term contracts at affordable prices. With the latest in CCTV and alarm security, you can be confident that your business is safe in our facility. Here's how storage could help you:

- ✓ Store extra furniture like desks and chairs
- ✓ Store exhibition equipment such as stands and banners
- ✓ Store seasonal marketing materials and extra supplies



TOP TIP

Don't forget to organise parking with the building managers of both your current and new offices in collaboration with your removals team.

SURVIVING THE MOVE DAY

After designing your new office plan, arranging for furniture and technology, and finally organising packing and removals you're NOW ready for the move day... almost. The moving day itself will still take a lot of coordination and planning. To help it run as smoothly as possible, give department heads responsibilities over their departments including making sure they have the right amount of desks and equipment, making sure their team members find their desks and so on. This will help make things more manageable.

It's also handy to give employees and your removals team a moving day package with all the important information they might need to avoid confusion and delays on the day. Take a look at what you could include in your packages.



FLOOR PLAN

Colour coded floor plan with stickers on boxes and furniture for the movers and assigned desk numbers for employees.



MAP OF THE AREA

A map of the area with basic instructions for parking and accessing the building.



LIST OF CONTACTS

A list of important contacts including people in charge of moving each department with mobile numbers.



LIST OF CONTACTS

Keys, codes or passes as required for the building for both employees and the removal company.



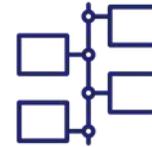
LOCAL INFORMATION

Useful information on the area such as where to get lunch.



PRE-MOVE TIMELINE

A timeline of the run-up to the move day and post-move.



MOVE DAY ITINERARY

An itinerary for the move day itself.

FINAL CHECKS ✓

✓ Check the essentials are all working at the new office including kitchens and bathrooms.

✓ Call around to service providers to check they will be up and running for the first working day in the new office.

✓ Back up your servers and important information.

✓ Check all desks and cabinets are cleared and empty including kitchen areas.

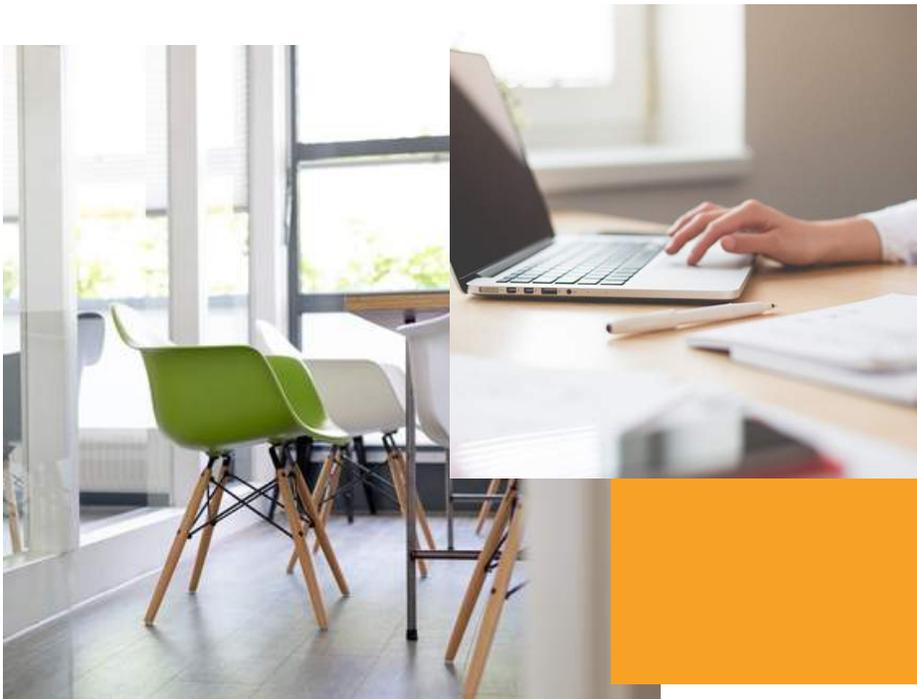
✓ Double check that all furniture is labelled correctly.

During the move

ON THE MOVE DAY

The key to a successful move day is communication. Make sure that everyone knows their roles and responsibilities for the day and ensure everyone can contact relevant parties at any point. With the right organisation and preparation everything should go without a hitch, but take a look at this brief checklist for the day itself.

- 1 Check the condition of the new office is in good shape and take pictures of everything.
- 2 Test phones, computers, networks, servers and other electrical equipment as quickly as possible.
- 3 Make sure there are relevant people at the old office during the move and other organisers at the new office to arrange from both ends.
- 4 Arrange for refreshments for helpers and removals teams.



AFFORDABLE OFFICE SOLUTIONS

Looking to move out of your office? Whether you're taking the first big leap from your home office to your first real office or just looking for a more affordable solution, we provide bespoke office spaces for less. Get flexible contracts with no long-term tie ins and affordable monthly payments, or save with upfront and long term contracts. Contact us to find out more.

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 Space 4U Bracknell
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Binfield
Bracknell
RG12 1RL

 Space 4U Windsor
S K House
Arthur Road
Windsor
SL4 1SE



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info@space4uselfstorage.co.uk



@space4uselfstorage



@space4uss

 01344 20 30 49

 01753 83 05 58