



# OFFICE RELOCATION CHECKLIST

## YOUR STEP-BY-STEP GUIDE TO MANAGING A SUCCESSFUL OFFICE RELOCATION PROJECT.

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### CONTACT

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## Overview

Moving into a new office can provide exciting and inspired opportunities to create new ways of working with departments and teams.

However, if you are the one running a relocation project, it can at times become overwhelming. Our step by step checklist can help you to manage the process.

If you would like additional help, our project management team will work with you to help you on the journey, leaving you free to focus on your business. Just get in touch to find out more.

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## Appoint a 'move' champion

At least 12 months before you are planning to move, your organisation should consider who should be involved. This is a significant time to identify your key requirements.

EARLY and SMART planning will also make the project and process a lot less stressful for those involved and for your staff.

Select your team, and assign clear roles and responsibilities based on the following parameters.

### Define who has what it takes and the capacity to manage the move

|   |                          |
|---|--------------------------|
| Is your team senior enough to make decisions? | <input type="checkbox"/> |
| Are they experienced at multi-tasking?        | <input type="checkbox"/> |
| Are they a good motivator and planner?        | <input type="checkbox"/> |
| Do they know your business inside-out?        | <input type="checkbox"/> |
| Can they communicate effectively?             | <input type="checkbox"/> |
| Are they organised?                           | <input type="checkbox"/> |
| Can they work with specific budgets?          | <input type="checkbox"/> |



## Role & Responsibilities

The following roles are key players in your relocation project, but we also believe your employees have an essential contribution to make in the scheme. Ensuring their well-being and thoughts are communicated efficiently and considered during the process can keep them engaged and excited about the project.

**Get in touch if you would like help with a planning workshop.**

|  |                          |
|--|--------------------------|
| Managing Director  | <input type="checkbox"/> |
| Facilities Director  | <input type="checkbox"/> |
| Office Manager   | <input type="checkbox"/> |
| IT Director  | <input type="checkbox"/> |
| Operations Director  | <input type="checkbox"/> |
| Marketing  | <input type="checkbox"/> |
| HR   | <input type="checkbox"/> |
| PAs and Administrators. <i>They often know more about what's going on in the organization than anyone else!</i>  | <input type="checkbox"/> |
| Employees – Ask your staff what they would like to see in a new office. An employee survey, or a Rapport Workshop at the early stages, can help identify what is and what isn't working for them in the current space. | <input type="checkbox"/> |

**Note:** In some instances, involving your staff is law. The Information & Consultation of employees Regulations 2004 state that any changes directly affecting staff should be discussed with them.



## Location considerations

Finding the right location for your staff and budget is not an easy task. Some questions to consider in the process include;

|  |                          |
|--|--------------------------|
| Are there good public transportation links?                                  | <input type="checkbox"/> |
| Is the location accessible for clients to visit?                             | <input type="checkbox"/> |
| Can you easily visit your clients from the location?                         | <input type="checkbox"/> |
| Is the commute for the majority of existing and future employee's practical? | <input type="checkbox"/> |
| Are local amenities adequate? (shops, restaurants, pharmacies, etc.?)        | <input type="checkbox"/> |
| Is there good access to major roadways?                                      | <input type="checkbox"/> |
| Is there a good pool of 'talent' in the area?                                | <input type="checkbox"/> |
| Is there sufficient parking?   | <input type="checkbox"/> |



## Property agents

We can help you with this process and recommend the best and most qualified agents in the market. However, if you are the person managing this process, we suggest you consider the following.

|  |                          |
|--|--------------------------|
| Quality references.                                      | <input type="checkbox"/> |
| A good understanding of the technical side.              | <input type="checkbox"/> |
| Time to devote to your project.                          | <input type="checkbox"/> |
| Knowledge of the commercial market you are searching in. | <input type="checkbox"/> |
| Transparent fees and charges.                            | <input type="checkbox"/> |



## Budget considerations

A relocation project can be one of the most expensive events for a business. Understanding your budgets fully, before moving forward is crucial to its success. If the budget is unclear, you may fall into many issues that could be detrimental to your business's bottom line.

You may consider appointing an independent Project Management team like Rapport. As consultants, we act in a design and management capacity. We develop your scheme under a fixed fee and term to a full tender construction package.

Alternatively, we can take responsibility for a turn-key solution using our tried and vetted contractors. Either way, we keep a transparent fixed fee structure for design and management as well as tendering to an agreed OHP (overhead and profit) for fit-out works and procurement.

### Costs to consider include;

|   |                          |
|---|--------------------------|
| Occupancy costs (rent, service charges, tax's, energy, maintenance) | <input type="checkbox"/> |
| Transaction and legal fees (property agents, lawyers)               | <input type="checkbox"/> |
| Insurance costs.  | <input type="checkbox"/> |
| Fire plan assessment.   | <input type="checkbox"/> |
| Design, fit-out and project management costs.                       | <input type="checkbox"/> |
| Environmental assessment.   | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
|  |                          |
| IT, Cabling, IT equipment relocation fees.   | <input type="checkbox"/> |
| Furniture including delivery and installation  | <input type="checkbox"/> |
| Disposal costs (old furniture, computers, rubbish)   | <input type="checkbox"/> |
| Security (during the move if applicable)   | <input type="checkbox"/> |
| Printing new branding material for marketing, redirection etc.   | <input type="checkbox"/> |
| Contingency (we advise to budget an extra 10% to cover any unavoidable changes to your project)  | <input type="checkbox"/> |
| Dilapidation Costs:<br>Your existing lease will require you to return your current space to its original condition or agree on a financial settlement. | <input type="checkbox"/> |
| Energy performance (electricity, gas, green regulation budgeting)  | <input type="checkbox"/> |
| If applicable, temporary storage during the move.  | <input type="checkbox"/> |



## Turn-key fit out VS. Project Management Companies

A successful fit-out is one that minimises business disruption; balances the business' current and future needs; revitalises the company by adopting improved working practices and creates a workplace environment at an affordable price.

Consequently, this market calls for experienced teams that can deliver to a fixed time and cost and a high-quality - with minimum direction or management from the client.

Selecting your new space, a consultancy like Rapport' will manage the process and can help you to gauge how much space your business requires for today and that it can adapt easily to future changes.

If you've already found your space, we will co-ordinate surveys, cost estimates for works required' and help you and staff to visualise the new office.



## Procurement Options

While 'turnkey' solutions can be an excellent choice in some cases, be mindful that not all the costs associated with your move will be transparent or independently vetted.

Our independence guarantees that our clients get the best possible support within their set parameters with no hidden costs. Clear and regular lines of reporting and cost control are at the heart of our culture.

Our priority is to work via an open tender process to deliver an attractive and innovative workspace to your budgets - through transparency and accuracy. Our focus is to look after your costs – not to maximise our profit.

**We manage and deliver all of the services below:**

|   |                          |
|---|--------------------------|
| Calculation of your space needs.                              | <input type="checkbox"/> |
| Surveys.  | <input type="checkbox"/> |
| Cost estimates.   | <input type="checkbox"/> |
| Space calculations.   | <input type="checkbox"/> |
| Space planning and design.                                    | <input type="checkbox"/> |
| Tender Process.   | <input type="checkbox"/> |
| Construction & Installation Teams.                            | <input type="checkbox"/> |
| Furniture selection & procurement.                            | <input type="checkbox"/> |
| Mechanical, electrical design & installation.                 | <input type="checkbox"/> |
| Air conditioning, heating and ventilation.                    | <input type="checkbox"/> |
| Plumbing.   | <input type="checkbox"/> |
| Planning permission.  | <input type="checkbox"/> |
| Disabilities Discrimination Act knowledge for space planning. | <input type="checkbox"/> |

|  |                          |
|--|--------------------------|
| IT cabling, installation and moving services.      | <input type="checkbox"/> |
| Health & safety expertise                          | <input type="checkbox"/> |
| Telephone system installation operations.          | <input type="checkbox"/> |
| Move management (crates, packing, moving services) | <input type="checkbox"/> |

*If you are in the process of planning a relocation project or refurbishment programme and would like further advice, do get in touch.*

*01252 712590 - [info@rapport-solutions.org.uk](mailto:info@rapport-solutions.org.uk)*