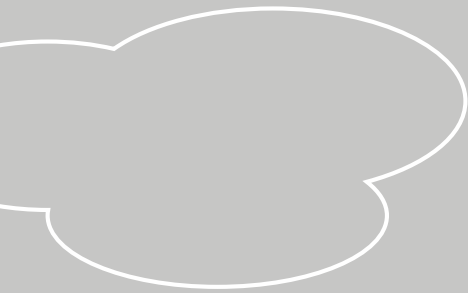
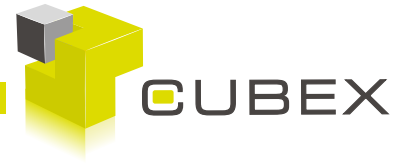




Moving office checklists



Exit Strategy - Check List



Lease

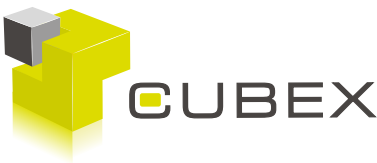
End Date	Notes:
Notice Period	
Notice Give In Writing <input type="checkbox"/> Email <input type="checkbox"/> Verbal <input type="checkbox"/>	
Break Clause? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Dilapidation Requirements	
End of Lease	
Notice to be given by	
Date of Move	

Budget

Running Costs		Notes:
New Office Rent £		
Rental Deposit £		
Business Rates £		
Service Charges £		
Maintenance £		
Insurance £		
Utilities £		

Office Design	
Space Planning £	Notes:
Fit Out £	
New Furniture £	
Other Office Equipment £	

Exit Strategy - Check List



Budget *cont...*

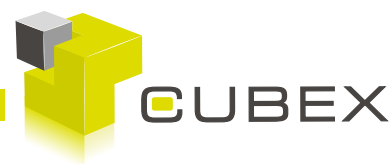
The Move	
Removal Company £	Notes:
Furniture Disposal £	
Waste Removal £	
Dilapidation Repairs £	

IT & Telecoms	
Migration £	Notes:
Upgrades £	

HR Costs	
Recruitment £	Notes:
Redundancy £	
Relocation £	
Staff Overtime £	
New Stationery £	
Website £	
Business Cards £	
Marketing Collateral £	
Notify Customers/Suppliers £	
New Signage £	

Notes:
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New Office - Check List



Wish List

Size of Office Required	Notes:
Length of Lease	
Type of Lease	
Location	
Type of Building	
Facilities Required Canteen <input type="checkbox"/> Parking <input type="checkbox"/>	
Warehouse <input type="checkbox"/> Offices <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	
<input type="checkbox"/> <input type="checkbox"/>	
Timescales for Move	
Budget for Lease	

Agent

Company Name	Notes:
Contact Name	
Address	
.....	
.....	
Telephone Number	
Email Address	

Space Planning/Fit Out

Company Name Cubex Contracts	Address Blotts Barns
Contact Name Andy MacKenzie	Brooks Road
Telephone Number 01933 460422	Raunds
Email Address sales@cubexcontracts.com	Northamptonshire NN9 6NS

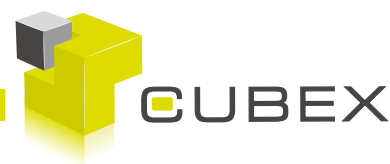
Office Relocation Team - Check List



Team

Name.....	Responsibilities.....
Department.....
Contact No.....
Name.....	Responsibilities.....
Department.....
Contact No.....
Name.....	Responsibilities.....
Department.....
Contact No.....
Name.....	Responsibilities.....
Department.....
Contact No.....
Name.....	Responsibilities.....
Department.....
Contact No.....
Name.....	Responsibilities.....
Department.....
Contact No.....
Name.....	Responsibilities.....
Department.....
Contact No.....
Name.....	Responsibilities.....
Department.....
Contact No.....

Relocation of Services - Check List



Services

IT Relocation Company

Company Name

Contact Name

Telephone No.

Email Address

Notes:

Telecoms Relocation Company

Company Name

Contact Name

Telephone No.

Email Address

Electricity

Company Name

Contact Name

Telephone No.

Email Address

Water

Company Name

Contact Name

Telephone No.

Email Address

Cleaners/Janitorial Services

Company Name

Contact Name

Telephone No.

Email Address

Stationery/Print Suppliers

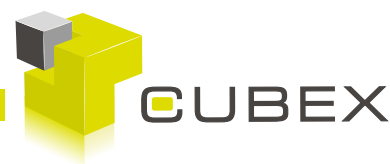
Company Name

Contact Name

Telephone No.

Email Address

Relocation of Services - Check List



Services *cont...*

Vending/Water Machine

Company Name

Contact Name

Telephone No.

Email Address

Notes:

Fire/Security Provider

Company Name

Contact Name

Telephone No.

Email Address

Commercial Waste Remover

Company Name

Contact Name

Telephone No.

Email Address

Insurance

Company Name

Contact Name

Telephone No.

Email Address

Company Name

Contact Name

Telephone No.

Email Address

Company Name

Contact Name

Telephone No.

Email Address

The Move - Check List



Four Weeks To Go

- ☐ Order plenty of packing cases/crates
- ☐ Discuss dilapidation works required (for old premises) with refurbish company.

Notes:

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Three Weeks To Go

- ☐ Check in with service providers, regarding contracts

Notes:

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Two Weeks To Go

- ☐ Have packing cases/crates arrived?
- ☐ Redirect Phone Number
- ☐ Redirect Post
- ☐ Security Passes, codes & keys
- ☐ Issue Relocation Team with action plan/rota.
- ☐ Book cleaners for old premises
- ☐ Label furniture with its location at new premises
- ☐ Change of address to suppliers and customers
- ☐ Arrange additional waste removal

Notes:

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One Week To Go

- ☐ IT & Telecoms sorted
- ☐ Meet with refurbishment company, discuss final snags etc
- ☐ Start packing cases/crates, label accordingly
- ☐ Refreshments for both locations on move day
- ☐ Collect access cards/keys for old premises

Notes:

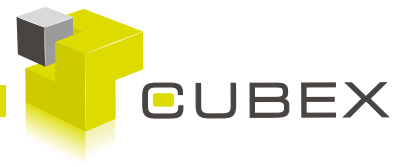
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The Move - Check List



The Big Day

- ☐ Parking for removal company's vehicles
- ☐ Do a move in inventory of new premises
- ☐ Liaise with relocation team to ensure adequate cover
- ☐ Issue access cards/keys
- ☐ Identify area for used packing materials/rubbish
- ☐ Check IT/Telecoms working OK

Notes:

After The Move

- ☐ Finalise utility bills from old premises
- ☐ Launch Party

Notes:

Notes: