



**moving office
checklist**

shifting spaces seamlessly

outline:
INSPIRED SPACES



An exciting new canvas

A change of space is exciting and promised-filled – a fresh canvas, new interior and layout, and bigger, or smaller, areas to work in and around. However, an impending move can become stressful, quickly, especially without adequate planning and prepping in place. Prioritising time spent discussing the ins and outs with staff, a designer, your moving company and completing tasks in advance of the move, ensures you stay on track and on the road to enjoying your new workspace.

So, before you reach for the boxes and tape, sit down with these ideas . . .



staff essentials

reach out, communicate
and involve

- Arrange a staff meeting and discuss your move with employees as early as possible – ensure everyone pops the date into their diaries.
- Keep employees informed throughout the process – packing procedures, layout – via regular emails, notices and announcements.
- If any staff members have issues with transit fees or parking spaces at the new premise, discuss these issues early on and research possible options and solutions.
- Provide your staff with directions to the new location as well as instructions on parking, public transport etc.
- Pull together information about the new venue and different places around it – for example, great spots to grab a bite for lunch!
- Your interior designer may have a change management/staff engagement/workplace analysis specialist as part of their team; for a large number of employees this level of management is highly recommended for smooth transition and staff retention.

forward planning

12 to 18 months
before you move

- Make notifying and giving notice to your current landlord one of your top list essentials.
- Consider whether you will engage the services of an interior designer for your new premise and start thinking in terms of what lies ahead.
- A designer will do the space planning for you – measuring and drawing up a detailed floor plan, designing concepts and selecting furniture suited to your wants and needs.
- If your designer is working on new kitchens, bathroom, partition walls or more, they may need to apply for a Building Consent on your behalf. This will add lead in time before your move.
- Design considerations include: Natural lighting – is it being utilised for both aesthetic and productivity purposes? Power sources, such as sockets and switches – is there enough for all devices? Acoustic materials and light fittings – are they in-keeping with your interior style?
- Office equipment - will you need extra computers, printers, or will many need replacing or upgrading post-move? A designer can discuss desking and table options to accommodate the old and new. Can you re-use any existing, and if so can you match existing? An inventory will be required – your designer can help you with that.
- Start hunting for a moving company – a three quote comparison is often preferable – and once you've decided, book!
- Begin writing a master list of all the people you need to notify of change of address.
- Ensure that both your staff list and client list is up-to-date in detail.



middle earth planning

1 to 3 months before
your move

- Ensure you have parking space booked at both premises – and elevators – for moving day.
- Notify clients, IRD, organisations – like your insurance company, telephone and internet provider, bank and postal service, food companies – including bottled water supplier, and service companies.
- Consider any new signage and stationery that needs to be designed and/or ordered – building signs, letterheads, website.
- Confirm insurance details with your moving company: Which insurance type is it – many companies offer up to six different types from full service to truck rental, and what are the costs?
- Discuss who will be doing the cleaning at your old and new premise post-move and arrange cleaners accordingly.



all systems go

1 week before your move

- Ensure all paperwork – document signing, permits and licenses – is ticked off.
- If required, send out written moving day instructions to your moving company.
- Set an exact start time for moving day and finalise all access codes and locks – making sure all staff and helpers are in the know.
- Organise catering or set aside a budget for refreshments for all involved on moving day.
- Ensure every area/level of your building has a secure floor plan, and confirm that all staff and the moving company are up-to-date with coded items and their location on the floor plan.

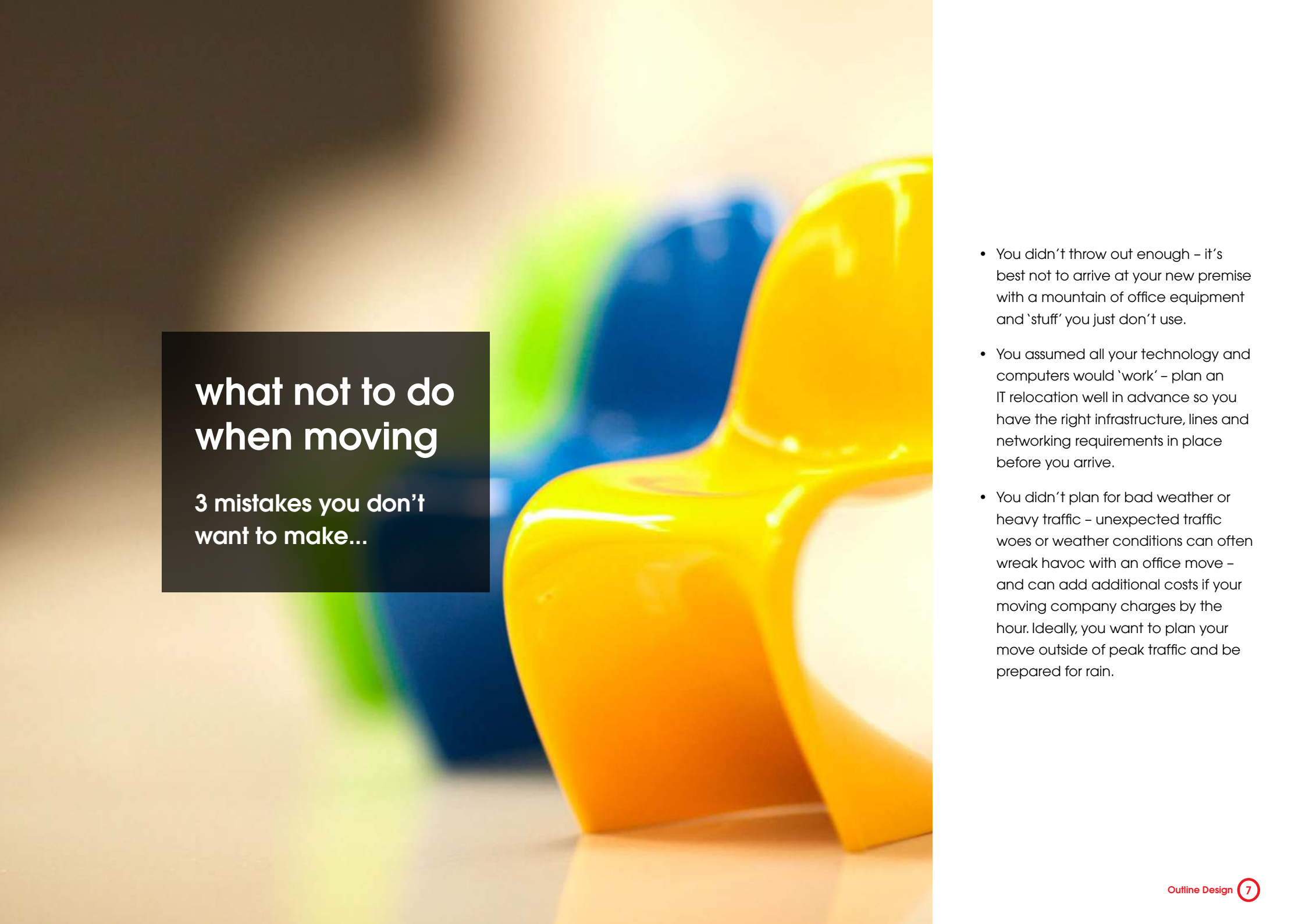


post-move play
the next few days...

- It's a good idea to give your new premise a detailed check over, ensuring all facilities are in working order – lights, switches, door handles, locks.
- If anything has been damaged in the move, report it promptly to your moving company.
- Double-check that your insurance has been transferred over to your new location and your old lease is completely wrapped up.
- Collect any keys or keycards for your old premise off staff and distribute any new passwords and access cards for your new space.
- For an extra special touch, gift a welcome pack to each staff member – a note, snack, plant, frame!
- You may want to send out a client announcement, via email or social media, to inform all you are moved in and sorted.

Three months after your move

- Check in with your staff to see how they are enjoying the space
- Work with your design team to refine any space planning after feedback from your staff, to ensure you have optimal performance from your interior and they can manage any tweaks with you



what not to do when moving

3 mistakes you don't
want to make...

- You didn't throw out enough – it's best not to arrive at your new premise with a mountain of office equipment and 'stuff' you just don't use.
- You assumed all your technology and computers would 'work' – plan an IT relocation well in advance so you have the right infrastructure, lines and networking requirements in place before you arrive.
- You didn't plan for bad weather or heavy traffic – unexpected traffic woes or weather conditions can often wreak havoc with an office move – and can add additional costs if your moving company charges by the hour. Ideally, you want to plan your move outside of peak traffic and be prepared for rain.



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