

# CG Relocations: Successful Office Moves



## GETTING STARTED

So, your boss has asked you to 'sort out' moving offices.

But where do you start?

The same place as everyone else, The Internet. After all that's how you found this relocations guide

## GET STARTED

Ask for Help

Key Info

Audit

Inventory

Site Surveys

Make a Plan

Build a Team

Communicate

Relocate

Completion

GO LIVE!

Use a Moves Manager

NEC

## INVENTORY

So, you've have completed the audit. Now you need to make some lists. Look at everything and ask lots of questions. Don't forget things like that big IT cabinet, the safe, the heaters you only use in winter and what about the photocopier?

## ASK FOR HELP

Talk to your boss. Find out what the move budget is. Call relocation experts and ask for their help. Moving an office can get complicated, the more help you get, the easier it is for you.

## KEY INFO

Open up your word processor and start writing down all the really important stuff. Like when you are moving, where you are moving too, useful contacts. This file will become your Relocation Log.

## AUDIT

This sounds really obvious, but you need to know what you have, what is yours, what is going and what is staying. Chances are a lot of what you see in your office owned by the landlord or leased from a third party.

## SITE SURVEY

This is really important. You need to know exactly where you are and where you are going. Write down all the little details. Building access and security. Fire escapes and procedures. Parking restrictions. How wide are the doors. Is there a lift?

## BUILD A TEAM

Unless you are superhuman you cannot do all this yourself. Call the folks in IT, find out what they can do to help. Talk to your colleagues in sales and operations, what can they do or which periods are really busy and best avoided.

## COMMUNICATE

Make sure every employee affected by the move knows all the times dates. Also tell them what they need to do. If you've hired crates for the move, tell them when they need to be ready by and how many they get.

## COMPLETION

Use your plan and make sure everything is where it should be. If it isn't find out why, use your Relocation Log and you Inventory to find out what happened.

## MAKE A PLAN

Now you know where you are going, when and what you are taking you need to put that in a plan. You can use a Gantt chart like this one. That's what we do.

## RELOCATE

You've made such a good plan that this should run really smoothly, Expect some questions from the strong people lifting furniture about where to put it. Also make sure there is plenty of tea and coffee

## GO LIVE!

Monday morning, all your colleagues arrive at their shiny new office.

Your boss gives you a pat on the back, a bonus and a week off work.

Well done!