



WOODFORD AND COMPANY FACTSHEET

No. 6 **MOVING TO NEW PREMISES**

You have decided to move premises and have selected the property you will move to.

Now what? There is a lot you will have to consider and get organised to ensure a smooth move from your current to your new premises. Here are a few tips to help you.

Plan Your Move.

- Start planning the move well in advance, at least 6 months.
- Draw up an outline programme with a timetable and implementation stages
- Check what actions are required to cleanly end your current lease and that everything is in place for the new premises.
- Draw up a budget for the move – consider, fitting out costs, dilapidations, new equipment, relocation costs, redundancy costs, recruitment, briefings, business disruption
- Appoint someone or set up a team to project manage the move
- Hold regular briefings
-

Keep your Staff Involved

- Consult with employees and union representatives well in advance
- Consider the possible impact of staff redundancies, resignations and disputes caused by the move
- Include your staff, get them involved and try to keep them on side
-

Maintain External Relationships

- Inform your clients in advance
- Advise the authorities, bankers and other service providers
- Consider using the move as a marketing opportunity
- Order new stationery
- Obtain confirmation of new phone numbers and post code
- Amend all promotional material

Arrange the Transfer of Essential Services

- Redirect mail
- Re-register franking equipment
- Liaise with your telecoms provider to ensure a smooth transition
- Arrange for all utilities to be cut off in advance and check all meter readings before you leave
- Terminate supplier agreements and arrange new ones where necessary
- Liaise with your insurers and arrange any necessary alterations to your insurance policies
- Arrange a business continuity plan and put staff in place to manage it

/continued overleaf....

DIRECTORS

PETER F WOODFORD FRICS
BRIAN R PICKETT MRICS

DAVID LYON MRICS

CONSULTANT

JOHN WRIGHT FRICS

Planning the Fit-Out

- Consider using specialists to close down your computer system and restart it in the new premises
- Draw up a detailed configuration plan for your IT and phone systems
- Consider layout details and the location of power outlets including the need for additional facilities
- Work out the position of partitioning and other alterations for the new premises
- Get the permission of your new landlord to proposed works in advance, if possible

Organise Removals

- Draw up a specification of what has to be moved, where and when.
- Arrange a joint visit with removal contractors to the old and new premises.
- Agree the logistics of the move with the contractors
- Ensure your property is insured during the move.

Instructions for the Move

- Inform all staff what they are expected to do during the move
- Ensure all items are clearly labelled
- Floor plans should be drawn up to show where everything goes
- Ensure there are clear plans for moving all equipment such as IT, telephones and machinery
- In advance of the move, dedicate time to the removal of items no longer required.

Managing the Move

- If staff are doing any packing, ensure they are using the agreed labelling system.
- Agree how your company will liaise with the removal contractors during the move
- Complete any handover arrangements at the old premises. Ensure the property is left in the required state, remember to read the meters and agree arrangements for the handover of the keys.
- Arrange when staff should arrive at the new premises to start unpacking
- Consider ways to motivate staff and maintain team spirit during move

If you would like to discuss these matters in more detail, Woodford & Company would be pleased to offer assistance.

Please contact us at:

Chiltern House, Feathers Yard, Basingstoke, Hants, RG21 7AT.

Tel: 01256 843455

Website: www.woodford.co.uk

Email: David Lyon MRICS - dl@woodford.co.uk