

Office Relocation Time Chart



This interactive Timetable provides an invaluable framework & timeline to keep your office move on track. It identifies the major tasks that you will need to undertake and tells you when to do them.

There's a lot to do and you are recommended to start the process as early as possible to give yourself the best possible chance of a successful outcome.

Scroll over red tab at end of cell for further advice & comments

Insert your Target Move Date here	01-Jan-17
Item	Date of Action
1. Pre-Planning	
: Obtain Senior Management approval for move process to begin	06-Apr-16
: Assign an internal manager to co-ordinate office move (Office Move Project Leader)	07-Apr-16
: Look through existing lease to ensure you can (and do) exit existing property correctly	08-Apr-16
: Agree your office space requirements and prepare a brief for the office move	11-Apr-16
: Create initial working Moving Office Budget	11-Apr-16
2. Selection of Offices	
: Source, brief, interview & hire Tenant Rep Broker	18-Apr-16
: Receive longlist of potential properties from Tenant Rep Broker	05-May-16
: Inspect potential properties with your Tenant Rep Broker	12-May-16
: Decide on your shortlist of potential new office properties	19-May-16
: Arrange second/third viewings on shortlisted properties	22-May-16
: Source, brief & hire Commercial Real Estate Lawyer	24-May-16
: Receive detailed Cost Analysis on preferred options from Tenant Rep Broker	27-May-16
: Make final selection of preferred option(s) for office and make offer(s)	03-Jun-16
: Lawyer receives draft Lease Terms for review	03-Jun-16
: Draft Lease Terms agreed between your Tenant Rep Broker & Landlord(s) Rep(s)	06-Jun-16
: Lawyer receives Draft Lease Terms & negotiates detail of Lease Documentation	09-Jun-16
: Lawyer approves Lease Terms & Documentation	21-Jul-16
: Lease ready to be signed	11-Aug-16
3. Space Planning, Office Design & Build Out of New Office	
: Source, brief & hire General Contractors (Architects, Space Planners, Office Design & Office Build Out)	20-May-16
: Arrange for General Contractors to accompany you on final viewings (they can advise on space practicalities)	03-Jun-16
: Receive proposal office space drawings from General Contractor for preferred option(s)	10-Jun-16
: Make a full inventory of existing Furniture	13-Jun-16
: Discuss & decide on your Furniture requirements for your new office (with General Contractor)	24-Jun-16
: Finalise & sign-off on Design & Layout of Floorplans - once preferred option property has been secured	24-Jun-16
: Build out of new office begins	09-Oct-16
: Set-up weekly progress meetings and/or site inspections with General Contractors	16-Oct-16
: Get clarification of target move-in date	02-Dec-16
: Arrange a site visit for staff to see their new office (good for morale)	18-Dec-16
4. IT & Telecoms Requirements	
: Make a full inventory of existing IT & Telecoms equipment (hardware & software)	13-Jun-16
: Conduct a thorough survey of your hardware & software requirements	16-Jun-16
: Source, brief & hire IT & Telecoms Company (if applicable) about the move	23-Jun-16
: Select & order any required Hardware & Software	05-Oct-16
: Liaise with General Contractors and schedule delivery & installation of cabling infrastructure etc.	02-Dec-16
5. The Office Moving Process	
: Source, brief & hire Office Moving Company	27-Nov-16
: Confirm that the move date is still on track	09-Dec-16
: Identify those items not required at new office and arrange for their disposal	12-Dec-16
: Arrange for any off-site archiving and/or storage	18-Dec-16
: Set the move date & communicate this to all stakeholders (internal & external)	18-Dec-16
6. Other Considerations	
: Take a full inventory of your current office's contents	13-Jun-16
: Make a full register of all of your Office Vending Companies & Suppliers	20-Jun-16
: Ensure marketing collateral is updated with new contact details	02-Dec-16
: Order new stationery with new address & contact details (don't forget business cards)	02-Dec-16
: Arrange for mail forwarding service to be set up	18-Dec-16
: Notify all Customers & Vendors of your new contact details & move date	18-Dec-16
: Distribute keys (entrance cards) to staff and notify relevant people of new security procedures	29-Dec-16

CountrywideCRE provides you with access to FREE information, checklists, guides & tools ... as well as connections to independently sourced & screened companies ... to make sure that your office move happens on time, to budget & with the minimum hassle & disruption to your business.

Go to www.countrywidecre.com

Disclaimer

This information has been prepared by CountrywideCRE as a general guide only and does not constitute advice on any specific matter. We recommend that you seek
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Your Values