



Office relocation checklist

Research

- Decide the budget, ideal location(s), and move-in date
- Choose a deadline for coming up with a list of features your ideal office will have
- Informally ask your staff which characteristics they'd value most in a new office
- Based on these chats, send out a survey to get the whole company's opinion
- Outline a definitive list of attributes that the new office should have (BizSpace can help!)

Choosing your office(s)

- Start searching for offices online
- Take a look around some offices in person, via video, or using a 360° virtual tour
- Carry out full risk assessments of potential offices (taking COVID-19 into account)
- Pick your ideal office(s)

Before the move

- Appoint an office relocation manager
- Sort out Wi-Fi and phone lines
- Set up mail redirection to your new office address
- Arrange a call forwarding service
- Notify your contacts of the change in address and phone number
- Send your new address to office delivery suppliers (or arrange new suppliers if you're moving far away)
- Make sure that office security and any necessary insurance is set up
- Buy any additional furniture and storage items you need for the office move
- Carry out final checks at the office ahead of the move