



Finding the best new office space for you

Before you start agreeing to any kind of office space, you should ask the following:

- Is it affordable? Has it been insured?
- Is there enough space for all of my team? Can it be expanded in the future?
- Does it come with features like heating, air conditioning and bathrooms?
- How nearby are important amenities such as shops and food outlets?
- Will clients feel good coming to visit us in our new office space?
- How much parking space is available? Could more be added?

Making the Relocation Easy

- Have you start planning at least a year in advance?
- Have you put together a plan for the office itself?
- Have you hired any services to help you run the office?
- Have you updated contact details and similarly vital contact details?
- Have you set up a meeting with a removal company to help with the move?
- Ask other staff to get involved with the wider part of the move process?
- Set up a plan for expenses and outgoings to better manage costs?
- Put together new features like washrooms and kitchens in-house.
- Installed cables, wiring and data centres for electronic storage.

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- Does your business come with a mobility clause? Do staff have to accept relocation?
- Are you able to convince all staff to make the move with your business?
- Will transport links be sufficient to help all members of staff get to your workplace?
- Have you provided staff with at least 90 days' notice of the potential move?
- Are staff involved in the location or management of the new office?

Take care of all the above and you should soon find that your office move is a far less stressful experience than it may have first appeared!