

You've decided to move your office, or are at least considering a move. We're not going to sugarcoat it – it's going to take a lot of time, work, and energy with a lot of moving pieces to keep track of.

But that doesn't mean it's impossible!

In fact, it's why we've created this eBook and checklist. Its sole purpose is to make sure that you know what you need to think about when you're shopping for a new space or preparing to move into the space you've already chosen.

Let's get moving!

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Premise Wiring and Cabling

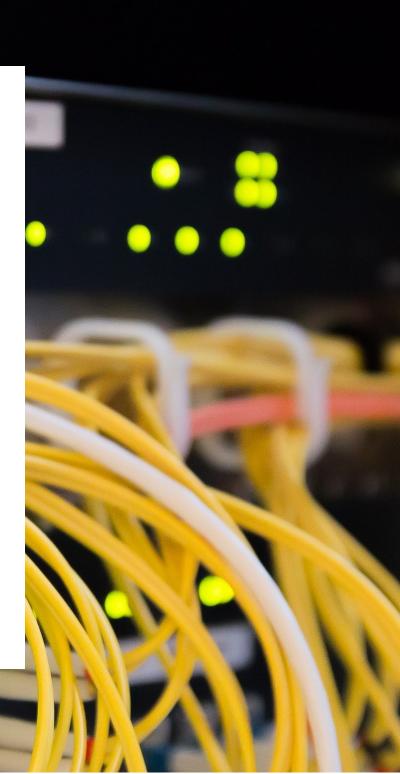
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Imagine showing up at your new office and not having the internet. Pretty terrifying thought, right? Not only will you need to make arrangements for your internet and phone service to shift (we'll cover that later), but you're also going to need to make sure that you can support your systems with the proper wiring and cabling.

Take into consideration what kind of low-voltage cables you'll need (copper, fiber optic, etc.), where they'll need to run, and how to keep them organized. You'll also need to think about the wiring for your phone and internet lines, including a demark extension which connects your internal office wiring to your service provider's wiring.

Checklist

Above all, make sure that you test everything before any of your employees move in. This can be done internally or you can hire a telecom company to oversee the installation and testing.



Video Security and Card Access

How secure do you need your business to be? If you'll be welcoming in a lot of customers, it could be cumbersome to have multi-level security. On the other hand, if you work with secure information every day, that could be exactly what you need.

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Assess what kind of security the building currently has. Most high rises and office parks have some level of security included with your lease. But make sure you also consider these things.

Video security. A necessity for every business, you'll need to know, at minimum, who may be outside your office. The question becomes what kind of equipment you need to monitor and store your recordings. Will standard cameras be okay, or would night vision cameras be more valuable to you? Should you record anything interior? Do you want to store your recordings locally or on the cloud? How long of a retention period will you need?

Checklist

Physical access control. How do you want to let employees get into your space? You're going to want a system that ensures the security of your employees, business, and information, but also can be accessed easily for the people who need to enter your office. Are you going to use card readers or keypads? Also consider if you need network door controllers or stations.



Phone and Telecommunications

This is an essential piece not only because your employees need this to do their jobs, but you also want the transition to be seamless for your customers.

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You may have had a fine system in your current office, but a move gives you the opportunity to consider your organization's needs. Does your system need to work across multiple locations? Do you need multiple devices to ring at the same time? What about access to mobile communications and video?

Checklist

Also take your hardware into consideration. Are you taking the system you currently have or are you going to switch it out for new handsets with wireless extensions?

Make sure that your equipment and system can support you if you need to do video or web conferencing. Especially if you work with businesses across the country.

Finally, make sure to make arrangements with your service providers so you don't have any phone or internet interruptions!

Internet Access

Just as important as your phone system (and depending on who you ask, maybe even more important) is your internet access.

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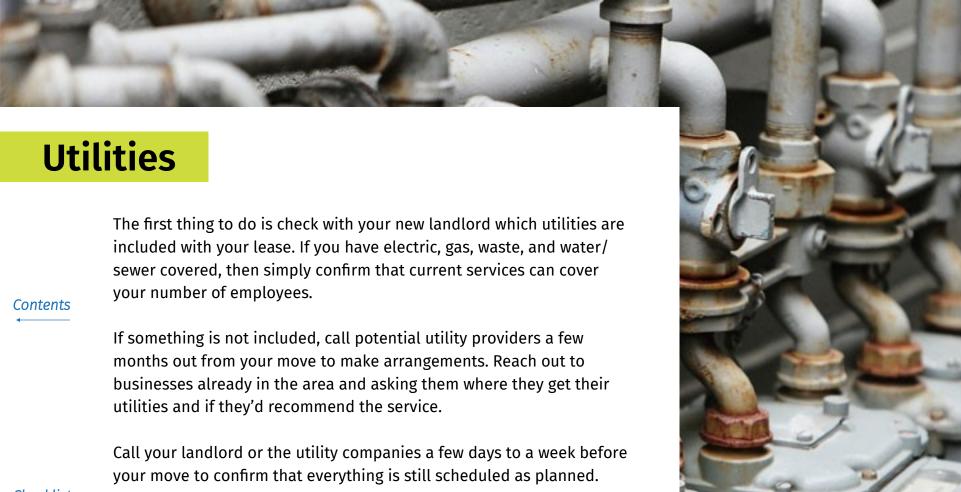
You'll need to arrange setup at the new office with your service provider as well as cancel service at the old location.

But also consider your internet needs. Maybe it's time to upgrade your bandwidth or get a new plan. Are you going to go completely wireless or will there need to be some wired internet cables in the office?

Checklist

Also remember that you will have new IP addresses in the new office, so coordinate with your IT department to make any necessary adjustments.





Checklist

Also, if any of your current utilities are not covered by your lease, make sure to contact your providers to arrange for shut off once you move.

Document Management

Chances are that you have files everywhere, right? Well those need to come with you, too!

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Take stock of the files you currently have and if possible, estimate how many more you'll acquire before your move. You'll need to plan for space for all of those filing cabinets and archives.

But just like the phone system, this could be an opportunity to consider getting rid of files you don't need and moving to a paperless system. Having your documents scanned and moved into a cloud-based document management system won't just free up physical space in your office, but also frees up employee time and makes documents much easier to find and manage. Plus once they're scanned, you can have the paper copies securely stored or shredded so you don't have to find space for them.

Even if you want to retain your paper files, think of how nice it would be to have them at a third-party location being scanned while you handle the rest of the move!



Checklist

Furniture

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Before deciding if you want to keep your furniture or purchase new pieces, work with decision makers on a budget and how you want your space to feel. Plan a layout considering all different types of spaces (individual offices, cubicles, meeting areas, break rooms, etc.) and make a detailed furniture inventory. Do you want to sell or donate old furniture? Purchase all new furniture? Get input from your employees on particular workspace wants (i.e. standing desks)?

If you want to keep the feeling of the space you have now and/or don't have the budget to buy an entire new collection of furniture, then you can start comparison shopping for movers.

Checklist

If you're deigning a brand new space from scratch and/or have room in the budget, you may want to hire a professional interior decorator to assist. If possible, schedule delivery of anything new to your new office so you don't have to pay to move it again.

Also think about signage. Will you be bringing your old signage with you or will you need to commission new pieces?

Once you get to the moving process, make sure to label everything according to your location map. (More on the location map later.)



Equipment and Supplies

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Like your furniture, you're also going to want to make an inventory of all your equipment in the office: copiers, printers, scanners, TVs, etc. Do you still use all of the equipment? Are there pieces that need to be repaired or replaced? Is it time to invest in some new equipment for the new space? If you're opting to by new equipment, plan for it to be delivered to the new space.

You're also going to need to take stock of your supply closet. This is a great time to get rid of supplies you haven't used in a long time or just have too much of. Why pay for extra room in the truck for thousands of binder folders that nobody uses?

Checklist

While you're doing that, make a note of things that aren't currently needed but should be ordered shortly after moving.



Signage

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A big, well-designed sign is one of the best ways to set the brand of your company, especially in a new space. However, it's not necessarily as easy as taking your current signage down, transporting it to the new site, and hanging it back up.

Outdoor signage must comply to local laws and any rules from the management company. So make sure that you check local regulations before you order a new sign or arrange for the transportation of your current one. Confirm that any inside signage will be able to be hung from the walls in the new space.

Checklist

Also consider any signage inside of your property. Will all of these work in the new space? Do you need to get rid of stuff? Order new pieces? If anything has your address on it, those will need to be redone for the new office. If you're considering a new design or color palette for the walls and furniture, then you may need to adjust your signage to match.



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Interior Design

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It's important to know what you're doing with your furniture, equipment, and cabling, but it's also important that the space you put them in is functional and aesthetically pleasing. Make sure that you make a rough layout to account for all the furniture and equipment, along with employee spaces.

Also consider if you want to purchase or create artwork for your new office. Or will your brand's signage be enough decoration?

It's important that your space looks professional, but that isn't just from what kind of furniture you have. You'll also need to consider the color of the walls, the floor covering, etc. Do you want to keep the same kind of aesthetic? Do you want to let the new space inspire you? If you're going to have a lot of high-profile clients coming in and out, you may even want to hire a professional office designer to make sure that your décor reflects your brand and impresses.

Remember that the look of your space is the first in-person impression that your clients will make of you!

Checklist

Business Cards and Stationary

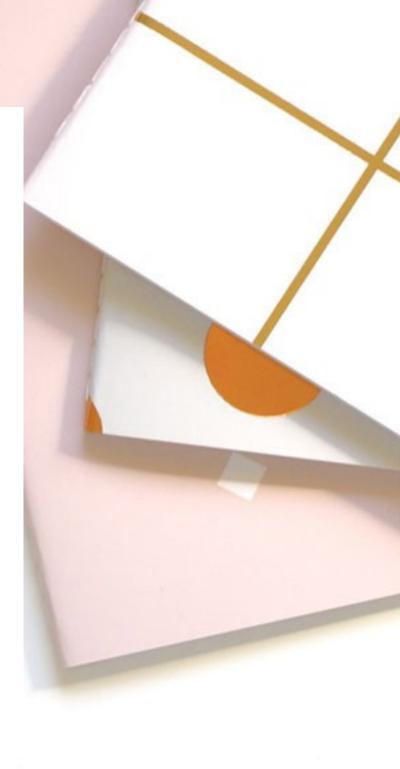
Not only do you want to make sure that your website and social media channels are updated with the new address, but you're also going to want to update your business cards and stationary!

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When you're getting ready to move, take stock of how much stationary and envelopes you have remaining and the cost to order more supplies. Do you want to recycle what you have and start over with all new things? Would you rather order labels for your envelopes to change the address?

Checklist

You'll also need to order new business cards. Your Sales team and C-suite executives should get new cards right away. After that, if cost is a concern, tier your remaining employees. If the email address and phone number are still correct, maybe they can wait until the next quarter for new business cards.





Employees

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Your employees will need to be kept in the loop at all stages of the process. Keep them up-to-date on timelines, making sure that they have plenty of time to think about how they may need to adjust their schedules. Moving to a different part of a building or across the street won't be a huge change, but moving to a different town will.

Make sure that everyone is clear on what days the office will be closed, if there is temporary working space or work from home opportunities, and who exactly is in charge of moving their personal items. Also be sure to tell them about the new space and amenities so they're excited for the change!

Checklist

This is also a good time to reconsider your remote work policy. Letting employees spend some days at home means less of everything, like furniture, electricity, and even refrigerator space!

Finally, have your employees do a 'spring cleaning' to get rid of supplies, documents, and other items that they no longer need.



External Communication

Moving to a new office space is great...but not if your customers and partners don't know where to find you!

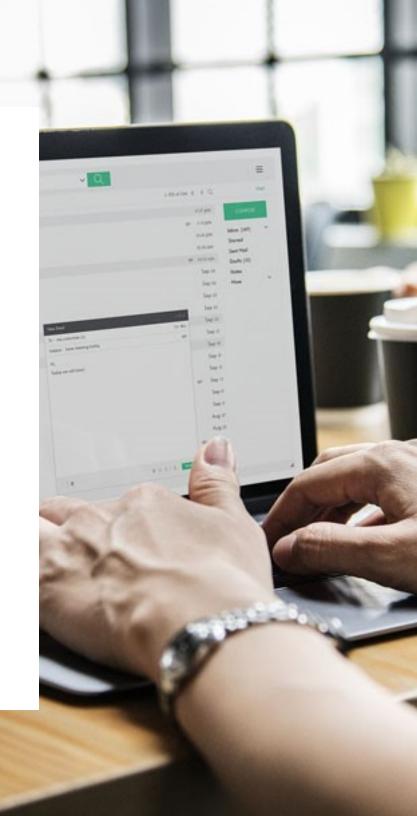
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Plan an email campaign or newsletter to announce that you're switching offices. Make sure that the focus is around your new address and if applicable, your new phone number. You may even want to have employees individually contact their VIP customers and partners so that they have the information and understand why you may be a little slower in returning their calls and emails.

Checklist

Update your social media accounts, local review sites like Yelp, Google Maps, and company website with all of the new information. Do this as soon as you can and check in frequently—it took us over two years to get our address changed on Google Maps.

Finally, contact the post office with an official change of location.



Movers

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Checklist

When you start contacting movers, have as much information as possible. If potential vendors have a good idea of the amount they need to move, where it needs to go, and when you'd like your move to be, you're going to get the most accurate quote.

But don't let your decision be based only on price. Consider if the movers have experience moving an office of your size. Do they know how to properly package and transport computer and office equipment? Are they willing to hang white boards, signs, etc. for you? Will they tear down the current cubicles and furniture and reassemble them in the new space, or will you need to hire another company to do that? Do they offer a dedicated project manager who will be on-site for the move? All of these things will give you an easier move and peace of mind.

Make sure that everything is properly labeled and grouped before the movers arrive to cut down on time and potential lapses of communication. Have a copy of your location map ready to give to the movers or their project manager.

Cleaning Services

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You're going to need cleaning services at various times during the moving process. For example, you may want to encourage a 'spring cleaning' where employees purge items and documents that they no longer need.

Cleaning services should be called in the day before you start packing so you're ensuring that everything you're packing is ready to go. They should be called in the day before you move for any last-minute cleaning and emptying of garbage/recycling cans. And finally, they should be called the day after the actual move. Some building managers will charge a fee if facilities are not left clean.

Checklist

Additionally, you'll need to see if your new building offers cleaning services or if you'll need to contract with an outside company.



Location Map and Labeling

When it comes to the actual move, the most important thing you can do is to create a location map of the new office and an accompanying label system.

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Make up a sketch of your new office and then assign colors and/or letters to the different sections. Then make sure that everything you're packing and moving (furniture, equipment, files, etc.) is labeled with the corresponding colors and/or letters. Colored dots are particularly easy to see and process. This will allow for the movers to pack things together, and even more importantly, put everything in the right place when they unpack.

Checklist

Print out multiple, large color copies of the plan and tack it up on every wall of the new office. Also give copies to all of your company's moving leadership team and someone from the moving company. Multiple people should be very familiar with the new layout so that they can direct people accordingly.

Vacated Space

Last but not least, make sure that everything is wrapped up in your old space. Contact building management well before the move to confirm turnover requirements.

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Then, assess your space. You'll probably need to clean it before you leave, but does anything need to be repaired? Are you leaving furniture or equipment behind? If you are getting rid of extra stuff, can any of it be donated or recycled?

Also ensure that any paper documents that are not going with you are disposed of or shredded properly. Signage should be removed and either moved to the new space or discarded properly. Any service (cleaning, security, etc.) should be cancelled or arranged for the new office.

Finally, schedule a final walkthrough with the property owner or manager and turn over any property. This could include keys, card passes, badges, and/or parking permits.

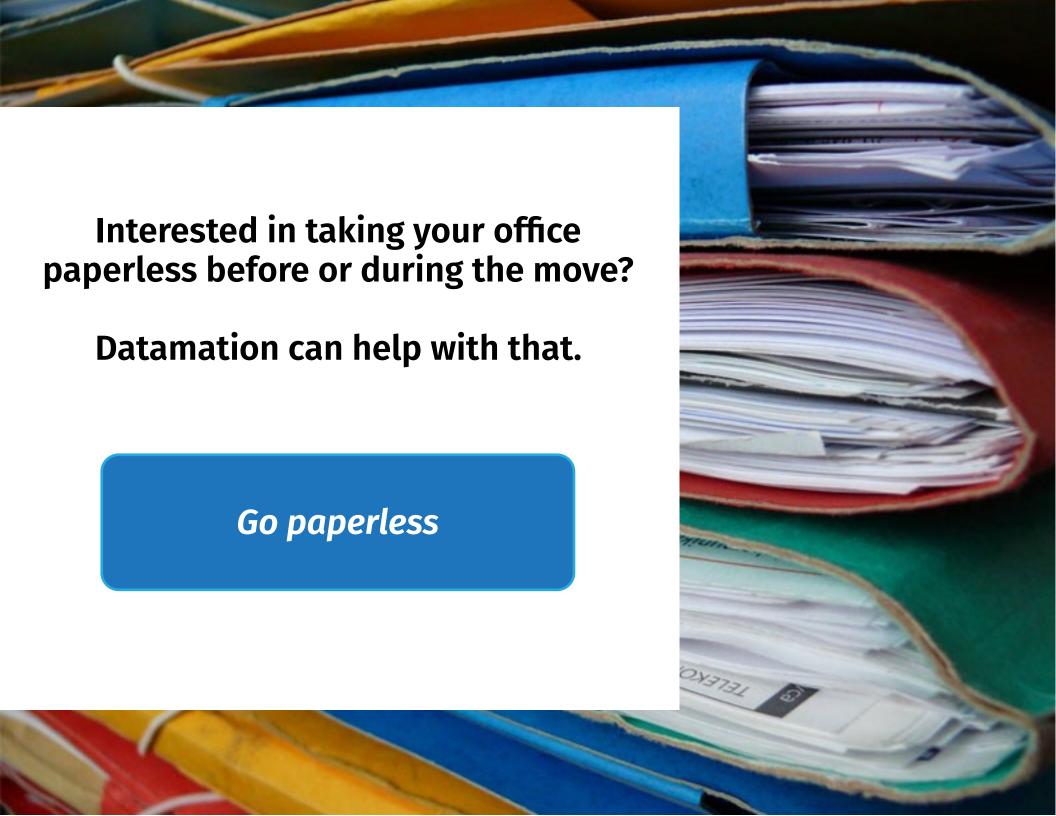
Checklist

The Checklist

Now that we've gone over things you should consider when moving, here's the printable checklist.

There's no such thing as checking too many times!

Premise Cable and Wiring	□ Utilities	Interior Design	Movers
□ Cables	□ Electric/Gas	□ Look/feel	□ Quotes
Location	□ Waste	☐ Hire designer	Packaging
□ Installation	□ Water/Sewer	□ Paint/artwork	Labeled and
Video Security and	 Document Management 	Business Cards and	grouped
Card Access	□ Storage space	Stationary	Cleaning Services
Cameras	Conversion/scanning	Priority list	Scheduled
Storage	Destruction	Order new	Employee cleaning
Retention	□ Furniture	Employees	Location Map and
Security System	□ Order new	Communication	Labeling
□ Access type	□ Get rid of old	□ Work from home	Multiple copies
Phone and	Employee needs	policy	□ Double check labels
Telecommunications	Equipment and Supplies	Temporary work	and coloring
Phone system		space	Vacated Space
☐ Hardware		External communication	□ Turnover
 Service provider 	□ Get rid of old	 Informed customers 	requirements
Internet Access	Employee needs	 Updated website 	Repairs
□ Service provider	□ Signage	□ Informed post office	Document
·	Confirm dimensions	·	destruction
□ IP Addresses	□ Order new		□ Final walkthrough



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