

# How to Plan for Office Relocation



## Things to Do Prior to the Move:

There are **six basic steps** to follow in preparing for an office relocation:

### 10 Months Prior to the Move

1. Assign project manager/coordinator
2. Determine how much space will be needed now and in the future.
3. Begin search for lettable space.
4. Estimate costs.
5. Negotiate for space.
6. The biggest expense in your project will be the design and actual refurbishment. Therefore make sure to engage with a reputable office design and refurbishment consultancy (DOTRubik) during the early stages, as the advice will be invaluable.

### 9 Months Prior to the Move

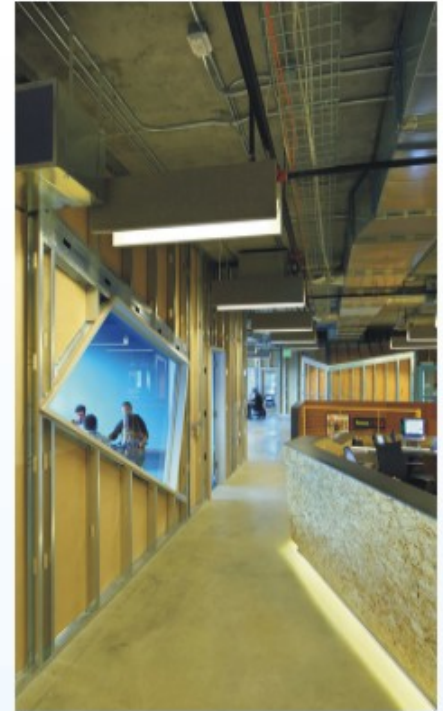
1. Analyze individual office size requirements, clerical space needs, and special room requirements i.e. meetings, lunch, library, etc.
2. Determine the style that the offices should project. (Corporate branding)
3. Review and discuss how much work can be done during office hours and what needs to be done out of hours to minimize disruption of business activities.
4. Begin inventory to determine usable furniture etc.

### 7 Months Prior to the Move

1. Develop schematic layout drawings for the space and finalize lease agreements.
2. Review in more detail the projected costs for the total project and begin to cut out items as needed to meet the budget.
3. Between steps one and two refinements in the schematic layouts will take place. Agree on final layout for spaces and plans for

air conditioning, electrical outlets and telephone outlets, furniture locations and specific details in such areas as reception and kitchen facilities.

4. Ergonomics and health and safety are strangely overshadowed by style and cost when it comes to furniture, take a look at your existing furniture, as reuse may be the most cost effective option. If you still need to purchase new furniture, then send out initial furniture orders to assure delivery in time for the move.
5. Have engineering drawings done, architectural drawings prepared, and specifications developed by architect (DOTRubik closely works with some of the best).
6. Review budget again, budget an additional 20% for unforeseen changes and extras.
7. Finalize certain orders and be sure that orders for special building materials or finishes, which may take a long time, are sent out.

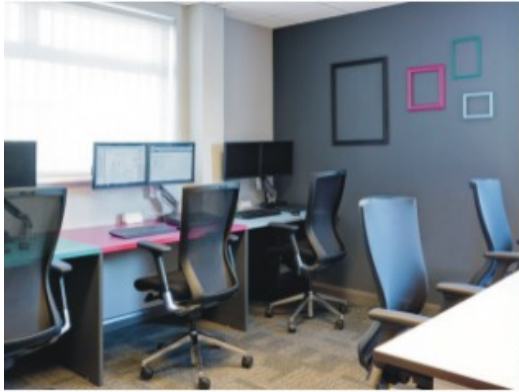


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PROJECTS



#### 4 Months Prior to the Move

1. Determining the layout of your new office isn't the only space planning required. You'll also need to plan where people will be sitting temporarily if the work is going to be in phases.
2. Select, hire and schedule moving company; get estimate of cost for moving.
3. Check and revise budget again with contractor and project manager.
4. Arrange for disposal of furniture and equipment not being moved. Some can be sold or traded in. Put together some mood boards, to find the look and feel that's right for your business
5. Begin preparation of change of address announcements.
6. Begin to assign offices.
7. Engage a plant service to deliver and maintain plants.
8. Prepare and hand out a set of "Move Guidelines."

be set up.

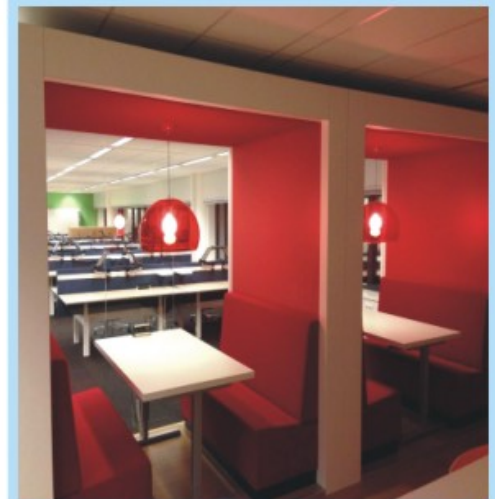
4. Engage cleaning crew to remove packing and clean up damage after move.
5. Engage security guards to watch furniture and equipment while it is sitting outside the new building waiting to be moved. Arrange for excess moving insurance if needed.
6. Order change of address notices from a printer. Be sure all employees send change of address notices on all their personal mail.

#### 2 Months Prior to the Move

1. Plan for moving "teams" of employees. Develop time schedules.
2. Recheck with moving company on packing requirements, times for moving, crews to be assigned, methods for making furniture ready to be relocated, etc.
3. Recheck with phone and Internet Company on moving commitment date. See whether concurrent service on your new and old locations can

#### 1 Week Prior to the Move

1. Mail change of address notices and send out client announcements, (Open House??)
2. Review all plans with the moving teams, moving company and building managers.
3. Remove all personal items. They can be taken to the new location later.
4. Happy moving!



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