



## Business Relocation Checklist

Relocating your business takes a great deal of effort – and it is with careful planning that you will help keep your move to budget and minimise disruption.

Our Business Relocation Checklist will help you prioritise jobs and remember the essentials to keep your business moving. This guide assumes you have already secured your new business premises.

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### Timescales

*Timing is essential to success. Keep in mind the mantra that everything will take longer than you expect, and plan accordingly.*

As a general rule, small businesses should allow three months to prepare for a move, medium firms up to six months and large companies should allow eight to 10 months.

Establish as a priority when is the best time to move. Should it be at a quiet time for the business, or does it need to fit in with the terms of an existing lease?

Create a move timetable and make sure everyone has a copy who needs one. It may be helpful to create an online version on your intranet, so that changes can easily be updated.

**TIP:** Summer is a popular time to move and you will pay more to move at this time

Agree a sign-off procedure for any changes, including who is responsible for each area, so they can be implemented quickly and easily if necessary.

Schedule update meetings at the start of your planning and make sure these are adhered to. It is important that everyone involved is up to date with the plans.

Once you have established all the elements to your move, allocate timescales to each step and plan backwards from your desired moving date.

## People

*Ultimately it is the people involved that will make a business relocation successful. Choose your team carefully and consider a range of factors: good leadership, good organisational skills and good liaison with other staff to provide rounded feedback.*

Assign roles early on and make sure no one is involved who isn't 100% willing. You need the team to be proactive and enthusiastic to ensure the move stays on time and on budget.

**TIP:** Andrew Porter Limited can provide project managers to work alongside your team, even working onsite for the duration of the project if necessary

Decide at what stage to notify staff, stakeholders and customers. The rumour mill turns quickly – make sure you get official notifications out before anyone starts to draw their own conclusions. Your move should be a positive and exciting experience and not anything for people to worry about.

You should take into consideration how your staff may be affected by the move and, in turn, whether you need to consult unions. Any situations where the move may affect the working conditions of staff may require union consultation. This is especially important to do early if the move requires relocation out of the area.

Schedule in staff tours of your new premises as early as possible, so your team can picture themselves in the new site and feel really involved with the project.

If your new premises is outside your local area, it could be a good idea to prepare information packs for staff telling them about the amenities nearby – parking, post office, cafes, supermarkets, coffee shops etc.

**TIP:** Don't neglect health and safety considerations. Andrew Porter Limited employs professionals to deal with the red tape on your behalf

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## Essentials



*Some elements of your move may seem obvious, but it's surprising what can get overlooked by mistake.*

Set your budget early, but be realistic. Scrimping now could cause problems along the line.

It is also important to set aside a contingency fund, normally around 20%, to take care of any unforeseen expenditure.

**TIP:** Andrew Porter Limited delivers certified services for the relocation of individual desktop IT hardware and telephones through to complex and sensitive migration of servers, using skilled and experienced IT engineers

**Make sure you book your relocations firm early, as soon as you know the desired date for your move. The team there will be able to offer advice and some firms offer full project management provision, should you require it. If this is the case, it is even more important to get them involved as soon as possible.**

**Appoint a firm to manage the layout and fit-out of your new premises. Again, they will be able to help you if you do not have firm ideas of what it is you need. Andrew Porter Limited can provide this service as part of your business relocation project.**

**If your relocations provider cannot decommission and re-commission your IT system, appoint a specialist firm.**

**TIP:** Andrew Porter Limited offers excellent deals on office furniture which can be planned as part of your relocation project

**Brainstorm with your move team to think of any potential issues or problems. It will be easier to plan for or avoid these if possible rather than deal with them later on.**

**Will you require storage during your move? If so, work out what will need to be stored and for how long to work this into your budget.**

**TIP:** Why not take this opportunity to free up some space in your workplace? Reduce the amount you move to your new premises by putting some items into long term storage

**Work out whether you will need a stockpile of products to satisfy customer demand during your move. You may need to order in additional products.**

**If you need new furniture for your premises, decide whether the best option would be to rent or buy.**

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## Packing

*For many people packing can be one of the most stressful elements of the relocation project. It can all seem overwhelming, but by taking things one step at a time the process can become much easier.*

**TIP:** Andrew Porter Limited operates a colour coded labelling system to make your move as smooth and straightforward as possible

**Ensure that all your staff members take their personal belongings home with them. Give them a deadline and make it clear that no responsibility will be held for any personal items left at the workplace after this time. This**



will give you a clearer view of how much needs to be moved.

There will be a lot of clearing out to be done. Set aside a time in the working week for staff to do this task to highlight its importance. Arrange for extra rubbish and recycle bins to be available during the clear-out process.

**TIP:** Andrew Porter Limited can assist with the recycling of unwanted equipment and we have a partnership with a charity network to re-use suitable items. This can help generate additional revenue for your company

Don't move items you don't need. Get rid of any unwanted office furniture and equipment.

Implement a labelling system to establish what will be moved and to what area.

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## Last minute jobs

*Don't forget about those final little jobs that make a whole world of difference.*



Ensure all computers are backed up and powered down before decommissioning.

Remind staff to remove all disks and USBs from their machines.

Make a list of telephone numbers of all staff and key contractors who will be present on moving day and distribute this to all other

members of the move party.

Distribute keys to everyone who will need them.

Change answerphone messages to make customers aware of any disruption and record your new address.

Finalise arrangements for handover of your old premises.

Contact the Post Office to redirect your mail.

Throw away all food from cupboards and fridges and defrost if necessary.

Take meter readings.

## After your move

*First of all, breathe a sigh of relief, then concentrate on what happens next.*

Test all telephones and IT equipment to ensure there is no delay in beginning work when you reopen.

You may find you require churn services from your relocation provider. This includes jobs such as moving furniture to different areas once you settle in and get a better understanding of your working and staff requirements.

Prepare a snagging list.

Let the local media know you are new in town or have improved new premises and gain some publicity.

Arrange a delivery of shopping to your new offices. Essentials such as tea, coffee, milk and sugar, and maybe some Champagne and cakes.

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## Contact checklist

- Agencies which could offer grants toward your move
- Bank
- Buildings/contents insurance
- Catering suppliers
- Cleaners
- Clients and customers – dedicated communication as well as highlighting new details on outgoing mail
- Council
- Electric company
- Gas company
- Internet provider– arrange your new service several weeks before your move in case of any problems
- IT company
- Marketing contact – new address on stationery, brochures, adverts, website etc
- Motor insurance if you have fleet cars parked onsite
- Telephone company – arrange your new service several weeks before your move in case of any problems
- Vending machine providers
- Water company



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