

THINGS TO CONSIDER WHEN MOVING INTO A NEW OFFICE

Here is our quick and easy checklist guide to getting you started:

LOCATION

- Do you need to purchase a parking permit?
- Is there dedicated parking or is it on-street parking?

WORK ENVIRONMENT

- Do you need to purchase a desk?
- Do you need to provide your own chair?
- Will you need/want your own tea and coffee making facilities.
- Do you need to provide your own storage? Do you want/need secure storage (for example, in which to store sensitive documents or expensive equipment such as your laptop)
- If you have some private office space will you need to furnish it?
- Do you want/need a desk light?

EQUIPMENT

- Do you need a printer, if so do you need an A4 or A3 printer?
- Are computer terminals provided or will you have to provide your own? Alternatively, do you intend to use a laptop? Do you need to purchase a laptop stand?
- Do you need to purchase any computer/laptop-based accessories such as a mouse or keyboard?
- Is there access to equipment such as overhead projectors?
- Do you need to provide resources such as flip charts, whiteboards etc (for example, if you intend to use shared meeting room space?)
- Do you want/need a landline/desk phone?
- Do you need a scanner?

RESOURCES

- Are there communal resources such as tea, coffee, paper?
- Is there already internet access/wifi or will you need to have your own dedicated line put in?
- Will you have a dedicated phone line or will you need to have one put in?

COMMON QUESTIONS

YOU SHOULD ASK YOURSELF WHEN MOVING OFFICE

There are also some common sense questions that many people fail to ask themselves regarding the actual moving process. **These include:**

- Am I moving everything myself or do you need help from others/removers?
- If you are moving office yourself do you intend to use your car or will you need to rent a van?
- Do you need any materials for the move itself (for example, boxes)
- Do you intend to decorate?
- Are you moving any expensive or sensitive items such as servers which might require special handling?
- Have you sorted your insurance or taken out additional insurance to cover the moving process?