



## MOVE TIME TABLE AND CHECKLIST

This time table and checklist sets out the key things you need to be considering, and when, if you are looking to move.





With careful planning and working with a professional team a large move can be planned and executed in 6 months.

Our advice is start as soon as you can and be prepared for changes along the way.

We are always here to help take the stress out of your move.

[www.thereovalteam.co.uk](http://www.thereovalteam.co.uk)

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<b>1. Before you start move process</b>	
Obtain Senior Management approval and buy in for move process to begin	Week 1
Appoint an internal manager to co-ordinate move (Move Project Leader)	Week 1
Check existing lease to ensure you can (and do) exit existing property correctly	Week 1
Agree your requirements and the brief for the move	Week 1
Create initial working Budget	Week 2
<b>2. Selection of Property</b>	
Source, instruct & brief Property Agent	Week 3
Receive long list of potential properties from Property Agent	Week 5
Inspect potential properties with your Property Agent	Week 5
Decide on shortlist of potential new properties	Week 6
Arrange second/third viewings on shortlisted properties	Week 7
Source & brief lawyer	Week 7
Receive detailed analysis on preferred options from Property Agent	Week 8
Select & instruct Property Solicitor	Week 8
Make final selection of preferred option(s) make offer(s)	Week 9
Lawyer receives draft Heads of Terms for review	Week 9
Heads of Terms agreed between your Property Agent & Landlord(s) Agent(s)	Week 10
Lawyer receives Heads of Terms & negotiates detail of Lease Documentation	Week 10
Lawyer approves Lease Terms & Documentation	Week 16
Lease ready to be signed	Week 18
<b>3. Design &amp; Fit-Out of New Property</b>	
Source & brief Design (Architect) & Fit-Out Companies	Week 5
Interview Architect and or Fit-Out Companies	Week 6
Select & appoint Architect and or Fit-Out Company	Week 7
Arrange for Architect and or Fit-Out company to accompany you on final viewings (they can advise on space planning and any issues)	Week 7
Receive proposal drawings from Architect and or Fit-Out company for preferred option(s)	Week 8
Make a full inventory of existing Furniture (Keep and dispose of?)	Week 9
Discuss & decide on your Furniture requirements for your new property (with Architect and or Fit-Out company )	Week 10
Finalise & sign-off on Design & Layout of Floor plans - once preferred option property has been secured	Week 11
Fit-out of new property begins	Week 16
Set-up weekly progress meetings and/or site inspections with Fit-Out Company	Week 17
Get clarification of target move-in date	Week 19
Arrange a site visit for staff to see their new property (good for morale)	Week 19
 	

<b>4. IT &amp; Telecoms Requirements</b>	
Make a full inventory of existing IT & Telecoms equipment (hardware & software)	Week 9
Conduct a thorough survey of your hardware & software requirements	Week 10
Brief IT Consultants (if applicable) about the move	Week 10
Select & order any required Hardware & Software	Week 11
Liaise with Fit-Out Company and schedule delivery & installation of IT & Telecoms	Week 18
<b>5. The Big Move</b>	
Source & brief Removals Company	Week 15
Confirm that the move date is still on track	Week 19
Select & appoint Removals Company	Week 20
Identify those items not required at new property and arrange for their disposal	Week 20
Arrange for any off-site archiving and/or storage	Week 21
Set the move date & communicate this to all stakeholders (internal & external)	Week 21
<b>6. Other Considerations</b>	
Take a full inventory of your current property's contents	Week 8
Make a full register of all of your suppliers – what other services/products needed?	Week 9
Ensure marketing collateral is updated with new contact details	Week 17
Order new stationery with new address & contact details (don't forget business cards)	Week 17
Notify Post Office of change of address & arrange for mail forwarding service to be set up	Week 18
Notify all Customers & Suppliers of your new contact details & move date	Week 18
Distribute keys (entrance cards) to staff and notify relevant people of alarm procedures	Week 23
Move to new property and have an opening party!	Week 24

**For further information regarding moving office or storing,  
please call 0800 195 4960 or email [info@theremovalteam.co.uk](mailto:info@theremovalteam.co.uk)**

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