

LOGICAL (OFFICE) MOVES CHECK LIST



Office Moves always require a lot of planning, Think Logical and use this check list from Logicalmoves, it covers all aspects of the move and will help to guide you through the entire process.

1. EARLY DECISIONS	NOTES
<p>These decisions need to be made and agreed upon before the start Of any move.</p> <ul style="list-style-type: none"><input type="checkbox"/> Do you have senior management approval?<input type="checkbox"/> Are you moving to smaller, bigger, better, cheaper premises<input type="checkbox"/> Where are you moving to?<input type="checkbox"/> When do you need to be in your new office?<input type="checkbox"/> What is the budget?<input type="checkbox"/> Who is responsible for the move?	



LOGICAL MOVES.net

YOU MOVE, WE CARE - ANYTIME, ANYWHERE

Think Logical

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2. TIMETABLE	NOTES
<p>Some considerations to ensure a smooth move:</p> <ul style="list-style-type: none"><input type="checkbox"/> When do you want to move?<input type="checkbox"/> Discuss with external suppliers/ providers<input type="checkbox"/> Co-ordinate new and old leases<input type="checkbox"/> Lead times and completion of all elements<input type="checkbox"/> Whens should you start the move?<input type="checkbox"/> When do you need to be open in your new office?	

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3. BUDGET	NOTES
<ul style="list-style-type: none"><input type="checkbox"/> Rent, rates, service charge on new office<input type="checkbox"/> Rental deposit<input type="checkbox"/> Any professional fees (consultants, legal, insurance, etc.)	



Think Logical, follow the correct process and work with the specialists!