



THE LEASE IS SIGNED, NOW WHAT?

If you're bogged down by the endless to-do list that comes with moving your entire business, not to mention being completely time tapped and overwhelmed on where to start, no problem. We've made it easier than ever to check off before you check out of your current digs and start anew. This handy checklist gives you the go ahead to [get.things.done](#).



Select Office Design partner

By selecting an office design partner you will have an experienced professional analyze your space and make recommendations to fit both your company's culture and style.



Select furniture vendor

If new furniture is needed, it's important to research the gamut of styles and manufacturers who match the proper aesthetic for your company.



Select a moving vendor

Logistics are an important part of moving. It's vital to hire a professional moving company who specializes in office relocation.



Select a relocation project team

Packing up and shipping out is no small feat. Identifying key internal staff members and an external relocation coordinator is essential to staying on time and on budget.



Discuss IT/Telecom requirements

Reviewing voice and data vendors that fit your business' needs is a key component. Keep in mind upgrades may be inevitable.



Identify communications providers

Don't delay researching and getting in touch with your new office building's providers as lead times for delivering service may vary.



Plan IT/Telecom infrastructure and cabling

Cross check your telecom infrastructure and cabling needs to meet your communication requirements and furniture placement.



Discuss security requirements

Identify with leadership whether you need active monitoring, camera surveillance, and/or remote locking.



Technology and security hook up

Select trusted and qualified technology and security partners to deliver the specific requirements of your organization.



Create a business continuity plan

Have a backup plan that allows remote working and proper network access to keep the business running in the event systems are not in place at the new office location.



Select a qualified General Contractor

Do your due diligence. Make sure the general contractor has worked in your jurisdiction and can obtain the correct permits and subcontractors.



Conduct thorough inspection of construction upon completion

With tight deadlines for completion, workers sometimes miss important construction tasks. To avoid accidentally overlooking these items, create a detailed punch sheet.



Create list of entities and vendors to notify of move

Make sure customers, vendors, government agencies, insurance companies, and the USPS are aware of your new address.



Make it official

Update your address on your website, and set the ball rolling on updating your letterhead and all collateral materials (business cards, brochures, etc.).



Develop communication plan for employees

Change is hard sometimes. Hire an external move coordinator who can help you and your team build a strong communications plan for your employees to ease into the new space.



Provide move day on-boarding and welcome packages

Work directly with the new building management to develop an on-boarding process and welcome packages that include information on the building, amenities, parking, building hours, access, and surrounding community.





GET. THINGS. DONE.

Rather not lift a finger? Give us a call. [703-956-3022](tel:703-956-3022)



Management | Branding | Marketing | HR | Workplace Services

Angie O'Grady | **Christy Cooper**
Partner & COO | VP, Technology Services

12110 Sunset Hills Road, Suite 600 | Reston, VA 20190
wps@stellapop.com | [703-956-3022](tel:703-956-3022)