

This is your relocation checklist

Phase 1: Analyse your needs and plan

- How should the contract for your new lease look? It is a good idea to review the rebuilding and arrangement contracts for the new lease, other terms and the operational set-up.
- Prepare your old premises for hand-over. You should conclude an agreement on the removal from or handing over of the existing lease and premises.
- Allocate the responsibility for the relocation. It could be advantageous to establish the scope of a relocation working group having continuous status meetings.

Clarify any major HR issues related to the relocation, incl. any formalities under employment contracts.

- Prepare a communication plan informing the employees about the relocation and their roles in this connection.
- Prepare a detailed project plan – what should be done before, during and after your relocation or rebuilding?

Prepare a proposal for the arrangement of your new premises. Should some furniture be disposed of or sold, and do you need to buy new furniture? Do you have any sustainability requirements that may affect the disposal/purchase?

Coordinate the clearing out and filing of documents and the packing of furniture etc.

Decide on your future operational set-up and service and quality level.

Phase 2: Day of relocation and future choices

- Terminate or extend your existing service agreements.
- Review negotiable offers prior to the conclusion of new contracts with service providers (incl. removals firm) and adjust tasks to be performed in-house.
- Follow up on the rebuilding and arrangement of your new lease with letter and contractor. Take part in building meetings with contractor and architects etc.
- Coordinate the physical relocation in cooperation with the relocation working group.
- Appoint a project manager and a sparring partner, if relevant, during the relocation as such to ease the burden.

Phase 3: Has the relocation been as planned, and do your new premises meet your expectations?

- Have a hand-over with the removers and the constructor, if relevant.
- Follow up on new service agreements. Do they enter into force on the right date?
- Make a cost evaluation of the relocation project.
- Follow-up on faults and deficiencies. Have your expectations been met as regards the service, rebuildings, new building, arrangements and furniture?