



Office Relocation

Downloadable guide

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Contents





1.0 Introduction

At Two, we understand the importance of a successful office relocation. It's a complex process with many factors to consider, including costs, square footage, technology requirements, and seamless move coordination. Effective planning is the key to success, as numerous moving parts are involved.

An office relocation presents a fresh start, a rejuvenated environment to inspire clients, and a boost in employee productivity and satisfaction. Our dedicated team of hard-working, creative, and expert designers and project managers work tirelessly to achieve a smooth and efficient relocation. With the strong financial backing and experience of Workplace Futures Group, we possess the necessary skills to handle office relocations of any scale.

We take pride in our expertise and have crafted a comprehensive relocation guide that covers every aspect of your organisation's move, ensuring your satisfaction and peace of mind throughout the process.

2.0 Timeline

Planning and executing an office relocation is no small feat. It involves a series of well-coordinated phases that demand careful consideration, meticulous attention to detail, and the expertise of a skilled team. To help you successfully navigate through this complex process, we have outlined the key phases and their respective timelines.



Phase 01

9-12 months

- Build team and appoint project head
- Carry out workplace appraisal
- Select D&B partner
- Calculate budget and costs
- Appoint property agent

Phase 02

6-9 months

- Search for a new site with property agent
- Undertake site surveys
- Negotiate lease with landlord

Phase 03

3-6 months

- Create your new design
- Select new furniture and finishes
- Establish IT requirements
- Communicate move with staff

Phase 04

2-5 months

- Begin the fit out
- Manage on-site activities
- Notify people of updated address
- Review health & safety onsite

Phase 05

1-2 months

- Examine completed work
- Prepare colleagues for the move-in

Phase 06

Move in

- Move into new space
- Review checklists and ensure everything is running smoothly

Phase 07

Post move

- Utilise post-occupancy data
- Publicise the new space
- Settle in

3.0 Why should you consider an office relocation?



3.1

You're experiencing hypergrowth

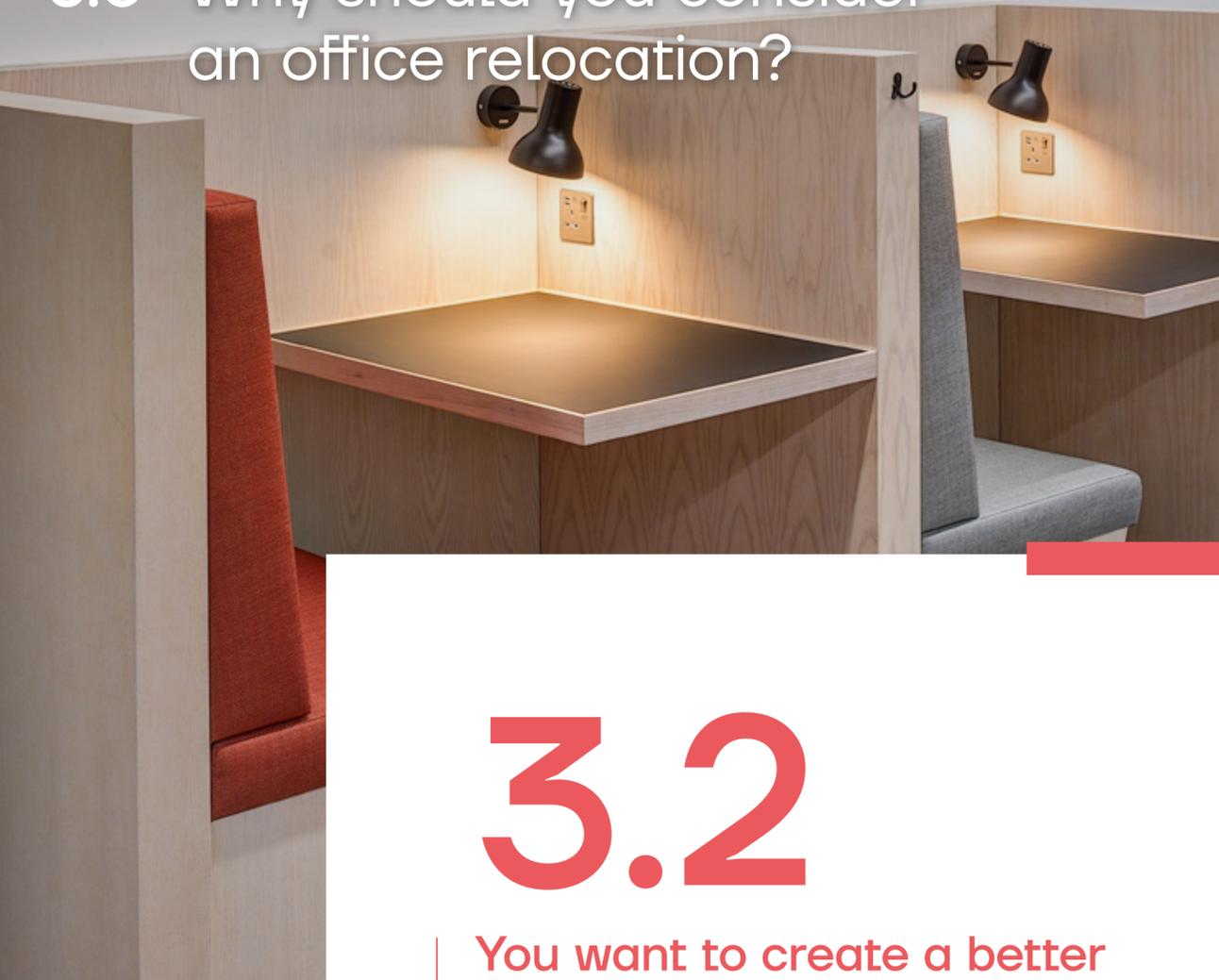
As your company enters an exciting hypergrowth phase, increasing clients, projects, and staff marks a significant milestone for your business. This growth is undoubtedly a testament to your success and financial achievements. However, with this rapid expansion, the need for new office space becomes increasingly urgent.

It is crucial to acknowledge that your current office space may no longer suffice for the growing demands. Inadequate desk space, storage limitations, and a cramped environment can hamper productivity and collaboration among team members.

An office relocation can help you alleviate your current constraints and future-proof your business as it continues to thrive during the hypergrowth phase.



3.0 Why should you consider an office relocation?



3.2

You want to create a better employee client experience

According to a survey conducted by Management Today, an overwhelming **97% of respondents acknowledged their workplace as a symbol of how much they are valued by their employer.** This profound insight emphasises the crucial role that a well-designed office space plays in shaping employees' experiences.

When an office is thoughtfully designed with employees in mind, the impact on their experience is profound and far-reaching. Here are some of the positive impacts employees have reported as a result of an office relocation:

- A dynamic and supportive work environment
- Enhanced productivity and efficiency
- Delivering exceptional, high-quality work
- A notable increase in overall happiness & well-being
- Heightened levels of job satisfaction and fulfillment
- A thriving and cohesive company culture

An office relocation also presents a unique opportunity to showcase your business's values and personality, impressing clients with a captivating and timeless space that exudes confidence and professionalism. This carefully crafted environment not only leaves a lasting impression but also ensures that clients feel comfortable and valued when visiting your premises.

3.0 Why should you consider an office relocation?

3.3

Future-proofing your space

As your business continues to grow and adapt, it is important that your workspace does the same. Creating an effective and collaborative environment requires careful consideration of various factors, such as providing sufficient space to facilitate group work and incorporating flexible, modular furniture to maximise utility in one space.

Embracing agile workspace space design empowers employees to break free from the confines of their desks and explore alternative areas suited to specific activities, unlocking new levels of productivity and creativity.



For example:

Teapoints

These areas serve as ideal hubs for team meetings and collaborative project work. Encouraging interaction in such spaces fosters teamwork and innovative thinking.

Soft Seating Breakout Areas

Designed for informal gatherings and brainstorming sessions, these inviting spaces inspire free-flowing ideas and discussions among team members.

Touchdown Areas

Offering a flexible work environment, touchdown areas cater to remote and hybrid workers and accommodate those attending meetings. Such versatility fosters a seamless and harmonious work experience for all employees.

Private Rooms

Reserved for more formal gatherings, quiet work, and focused activities, private rooms provide a sanctuary for concentrated efforts and confidential discussions.

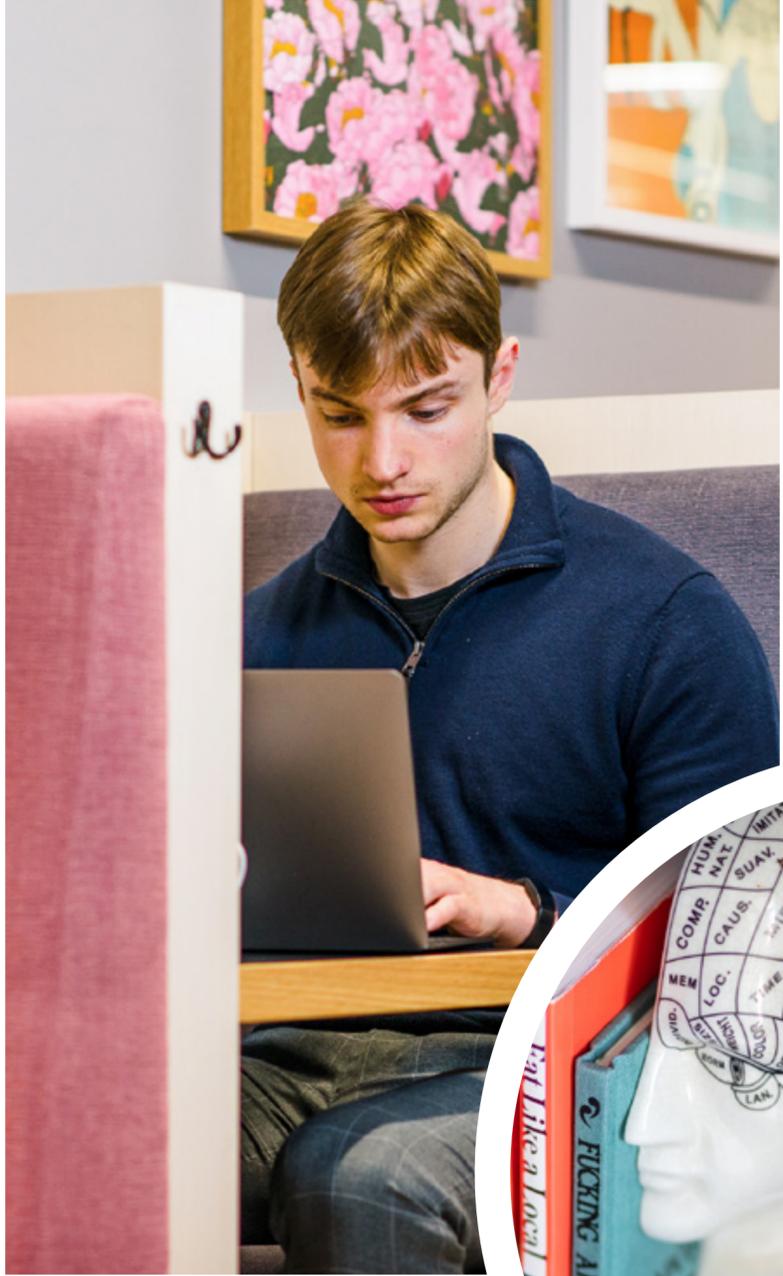
3.0 Why should you consider an office relocation?

3.4

Talent retention

Ensuring employee satisfaction and retention is paramount for any successful organisation. Comfort, control, and flexibility in the workplace are essential factors that contribute to the happiness of employees. According to the 2018 Retention Report by the Work Institute, a staggering 77% of employees who left their jobs could have been retained by their employers. This highlights the significant impact of office design on fostering employee fulfilment and loyalty, reducing the likelihood of them seeking opportunities elsewhere.

Losing employees, especially due to controllable environmental factors within the organisation, translates to tangible financial costs associated with recruitment and onboarding new talent. To retain your valuable workforce, it is imperative to provide an environment that they not only love but also find highly productive.

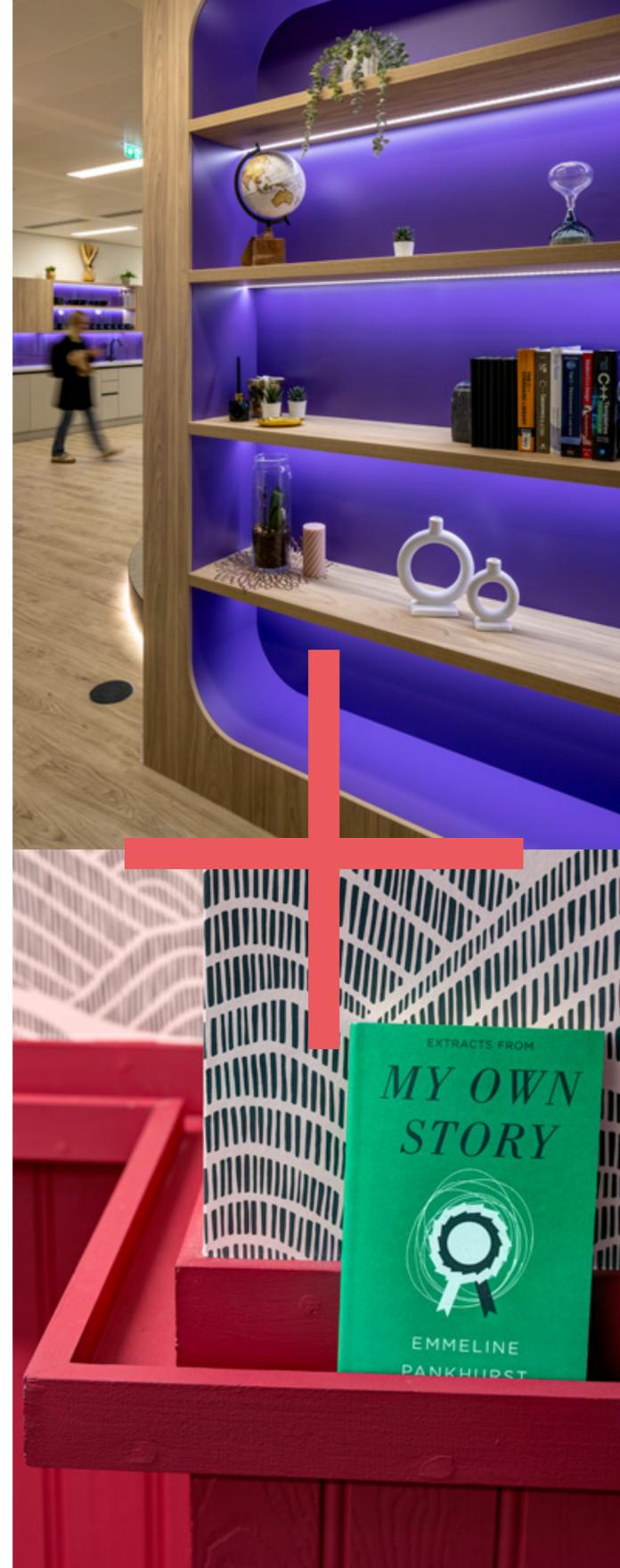


4.0 What should you look for in your new office?

Creating a Productive & Purposeful Office Space:

Key Considerations

To ensure your office space maximizes employee comfort and productivity, it's essential to keep the following points in mind:



01. Employee-centric design

To foster a productive environment, gather valuable insights from your employees. Engage in open conversations and seek their input on how the office design can enhance their day-to-day activities, focus, and overall sense of value within the organization. Encourage feedback on potential improvements, such as incorporating hot desking areas, breakout spaces, or quiet booths to support concentration. Additionally, consider providing ergonomic options like standing desks or treadmill desks to enhance their well-being and efficiency. Making your team feel empowered and in control of their surroundings is crucial to fostering productivity and job satisfaction.

02. Balancing comfort and productivity

While comfort is crucial, it's equally vital to ensure your office space promotes productivity. View office design as an investment in your workforce's performance. A well-designed environment can motivate and inspire employees, resulting in a significant return on your investment. Strive to strike a balance between creating a comfortable atmosphere and implementing design elements that drive optimal productivity and efficiency.

4.0 What should you look for in your new office?

Now, let's turn our attention to choosing the ideal building and location for your office:



01. Future-proof space

Consider the scalability of your chosen space over the next five years. Ensure it can accommodate potential changes and growth within your business. A forward-thinking approach to space selection will help you avoid frequent relocations and disruptions in the future.

02. Space requirements

Define the specific type of space that aligns with your business needs. Think about the layout, amenities, and facilities required to support your operations and enhance employee well-being.

03. Strategic location

The choice of location is crucial for your business's success. Analyse factors such as accessibility, proximity to target clients, and the overall business ecosystem in the area. The right location can elevate your brand presence and attract potential clients, partners, and talent.

By following these essential guidelines, you can create an office space that not only nurtures employee satisfaction but also drives productivity and fosters an environment primed for success. Your investment in thoughtful design and strategic location will undoubtedly contribute to your organisation's growth and prosperity in the long run.



5.0 Selecting the Right Design & Build Firm: Making an Informed Decision

Choosing the ideal design and build firm to partner with for your new office space is a critical decision, and we understand its significance. The firm you select can profoundly impact your journey, either streamlining it with ease or presenting unforeseen challenges. To ensure you make an informed choice, consider the following factors during your search:

Financial Stability

Verify the financial stability of the firm to ensure a reliable and secure partnership throughout the project.

Understanding of Business Demands

Look for a firm that truly comprehends your unique business requirements and objectives, ensuring they can tailor the design to meet your specific needs.

Client Testimonials

Seek out previous client testimonials to gauge the firm's reputation and client satisfaction levels.

Relevant Experience

Evaluate whether the firm has experience working on projects similar to yours, demonstrating their expertise in tackling similar challenges.



In-House Expertise

Ensure the firm possesses the necessary in-house expertise to efficiently handle all aspects of your project, ensuring seamless execution.

Design Principles

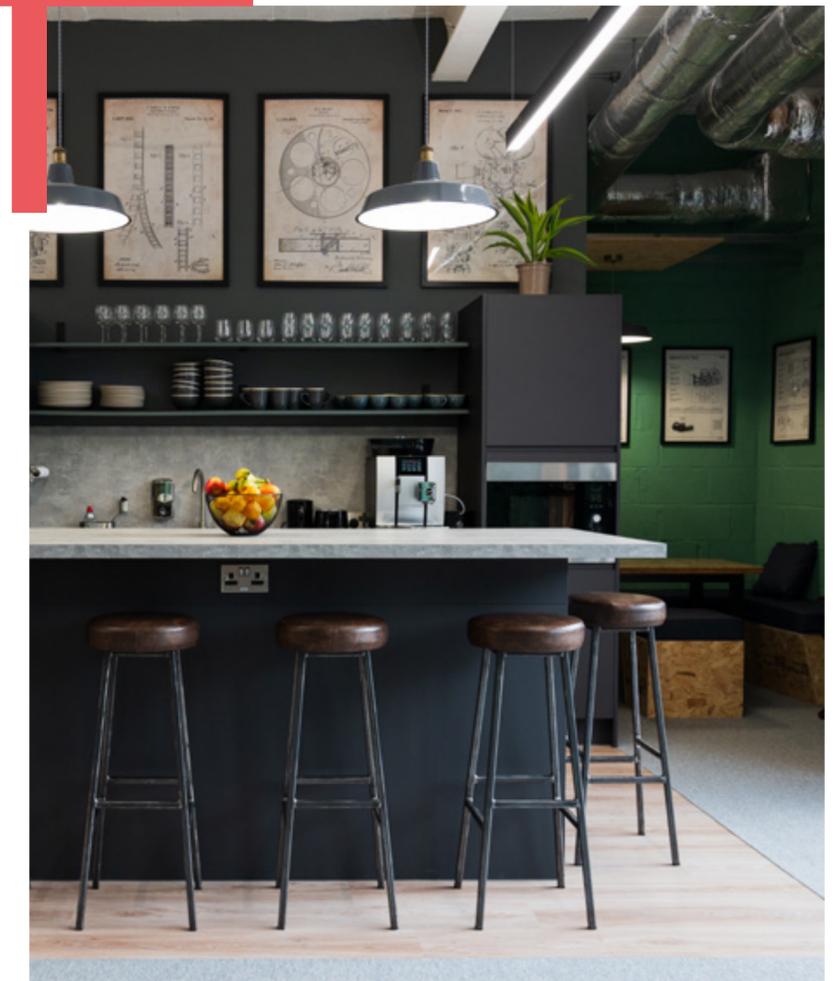
Check if they have presented designs that align with your vision and design principles, as this ensures a harmonious collaboration.

Portfolio of Case Studies

Review their portfolio of previous case studies to assess the quality and uniqueness of their work.

Environmental Credentials

Consider their commitment to environmental sustainability and eco-friendly practices.



6.0 Designing Your Office: Essential Considerations

When envisioning your new office space, it is crucial to prioritize timelessness, comfort, and agility to cater to the dynamic needs of your team. To simplify the planning process and achieve an optimal office design, focus on the following key aspects:



01. Integrating technology

Consider how technology can enhance your workplace. Choose tech solutions that align with your business objectives and improve employee efficiency, without blurring the lines between work and home life. Technologies like zoom rooms, hot desk booking software, virtual desktops, and cloud storage can streamline operations, reduce costs, and boost employee satisfaction.

02. Furniture for agility

Complement technology integration with flexible and agile furniture. Incorporate modular elements, demountable walls, and multi-use spaces to foster productivity, collaboration, and community engagement. Cater to the diverse needs of your team, including neurodiverse individuals, with high back chairs and dedicated silent work zones.

03. Embrace biophilic design

Leverage the proven benefits of biophilia in office design to enhance productivity and satisfaction. Integrate nature-inspired elements such as moss walls, vertical gardens, and natural scents like lavender and citrus. Consider earthy tones in furniture colours and nature-resembling wallpaper patterns.

04. Adaptability for change

Plan for future changes by implementing adaptable elements. Utilise modular furniture and flexible spaces to accommodate evolving requirements, whether it be personnel growth, tech integration, or employee and client needs. Opt for versatile solutions like storage benches, mobile planters, dancing walls, tiered bleachers, and nimble tables.

7.0 Ensuring a Smooth Office Relocation: Essential Considerations

To ensure a seamless and stress-free office relocation, it's vital to keep the following points in mind:



01. Anticipate Hidden Costs and Documents

Be prepared for unforeseen expenses that may arise during the relocation process. These could include legal fees, technology costs, logistics, and insurance expenses. Partnering with the right design and build firm can help mitigate these challenges. At Two, we oversee the entire process from start to finish, providing transparency in costs and minimizing hidden expenses. Our satisfied clients can attest to the seamless and clear relocation process we offer.

02. Effective Communication and Planning

Engage in open communication with your team and involve them in the relocation planning. Seek feedback and understand the specific requirements of each department to facilitate a smooth transfer. Consider their needs for tech-enabled conferencing rooms, breakout zones, phone booths, or private areas. Organize meetings and feedback sessions to keep your team informed and engaged throughout the process. Appointing project champions to act as key points of contact for employees' questions can also enhance clarity and coordination.

8.0 Efficient Preparations for a Smooth Move-In Day: Key Steps

To ensure a seamless move-in day, consider the following essential preparations:



01. Appoint a project champion

Designate a reliable point of contact, your project champion, to address any questions or concerns during the relocation process.

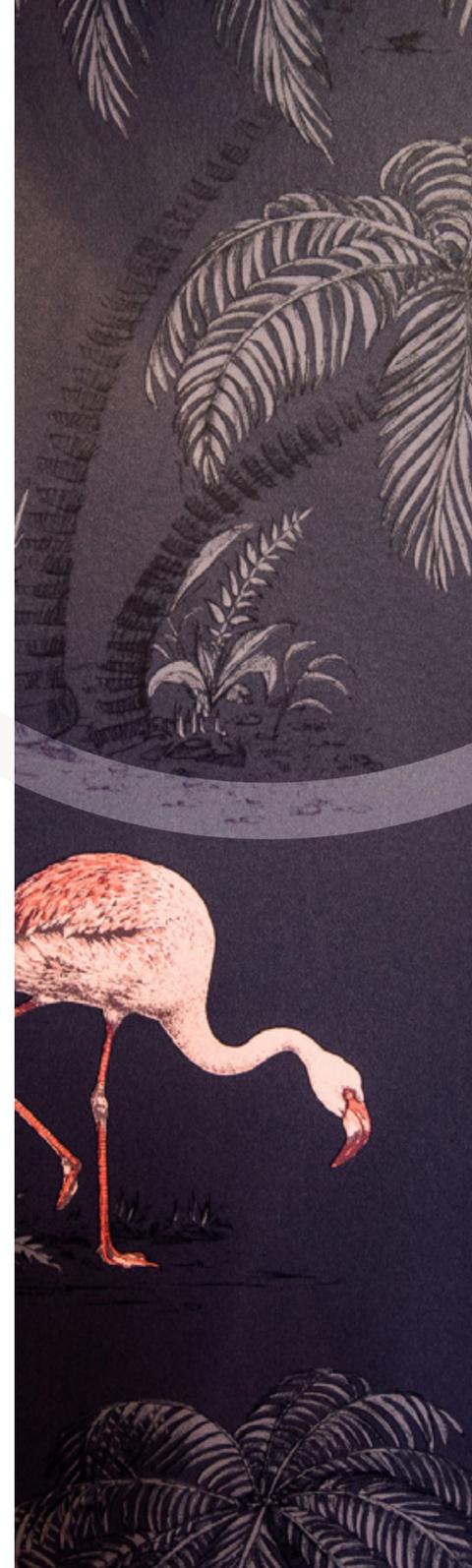
02. Create a detailed schedule

Establish a comprehensive schedule outlining the move's timeline and specific tasks to be completed. Assign dates for each team's move to facilitate an orderly transition to the new space.

03. Checklists for smooth equipment move

Employ a checklist to ensure equipment is moved efficiently and without mishaps:

- ✓ Conduct a thorough review of the office's condition upon arrival.
- ✓ Test all new tools and technology.
- ✓ Address any specific movement requirements, such as parking permits.
- ✓ Clearly label each piece of equipment with department and ownership details.
- ✓ Distribute access cards and keys to employees.
- ✓ Provide necessary training for new technology and protocols.
- ✓ Consider donating or disposing of unnecessary items.
- ✓ Handle technology and delicate equipment with utmost care.



9.0 Seamless Transitions and Celebrations: After Move-In Day

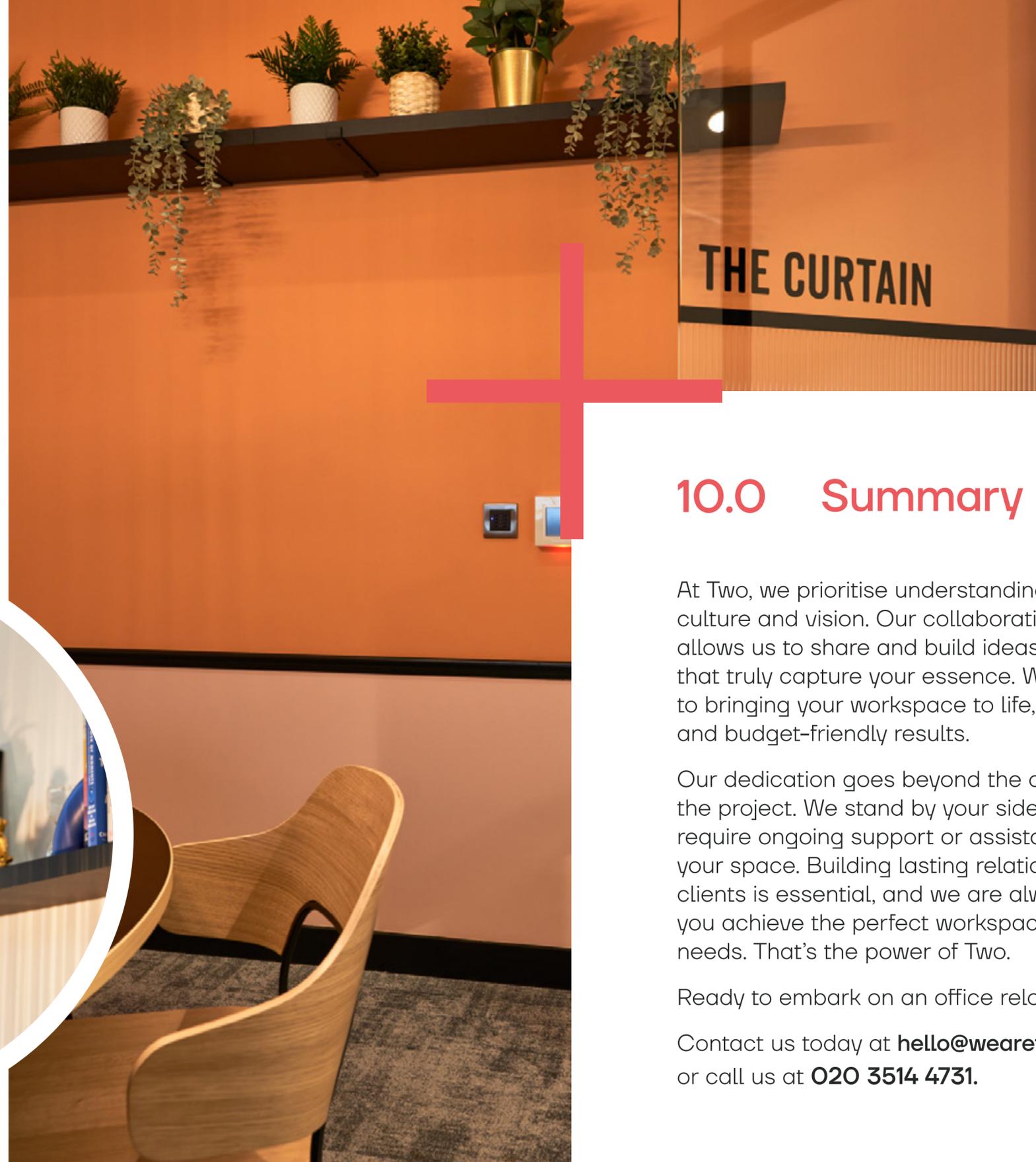


After finalising the move-in date, seize the opportunity to organise a captivating launch event. This special occasion allows you to unveil the new space and invite staff and clients, fostering excitement and strengthening relationships. The launch event promises to be a memorable night as your team settles in, connects, and begins to make their mark in the office.



Remember that the move-in day signifies a fresh start for your team. Facilitate their transition by providing a welcome pack containing essential information, such as navigating the new space, technology instructions, noteworthy features, and nearby amenities like coffee shops and gyms. Our team at Two can assist you in creating these welcome packs to ensure a smooth onboarding experience.

Leveraging social media to make noise and engaging your team in showcasing your new space on digital platforms can resonate with potential clients and employees. As your dedicated partner, we can assist in creating compelling content, including videos, animations, and graphics, for use in digital campaigns. This approach celebrates your new space, captures potential clients' attention, and is a powerful recruitment tool for attracting talented staff.



10.0 Summary

At Two, we prioritise understanding your company's culture and vision. Our collaborative approach allows us to share and build ideas, creating designs that truly capture your essence. We are committed to bringing your workspace to life, ensuring timely and budget-friendly results.

Our dedication goes beyond the completion of the project. We stand by your side whether you require ongoing support or assistance optimising your space. Building lasting relationships with our clients is essential, and we are always here to help you achieve the perfect workspace tailored to your needs. That's the power of Two.

Ready to embark on an office relocation?

Contact us today at hello@wearetwo.com or call us at **020 3514 4731**.



Got a project
in mind?
Let's get to work!