

10 Tips for surveying a new Building for Potential Relocation

The following guide gives basic information and guidance upon surveying a potential building that you may want to relocate your organization to.

Give yourself as much time as possible as the first building viewed is rarely the most suitable. Spend the time necessary to find a building which meets your needs now and in the future. Rushed decisions are often poorly made and could have a substantial negative impact on you in the future.

It is highly advisable to not only be aware of why you are moving, and what you are looking for in a new building, but to employ a professional office refurbishment and relocation consultant to attend preferred building choices with you. By having a technically proficient advisor on hand you will, together, be more able to highlight potential problems and to discuss your ideas for any changes necessary to accommodate your organization.

Things to Check:

- **State of repair**

How much is it going to cost to bring the building up to your standard? Is it even realistic that you can bring the building up to the standard you require? Are there limitations on how and what the building can be used for both in terms of consented use and practical layout?

- **Longevity**

Will the building last you the duration of your new lease? What size and configuration is your company going to be in five, ten or fifteen years?

- **Equal Opportunities Act**

Do you have public visiting your building? Do you have disabled staff? Will your new building allow you to provide equal access and egress to all persons using wheelchairs or with limited mobility? Do lifts, if installed, carry the weight and number of people, or products, that you require?

- **Services**

Will the source supplies (electricity, gas, water etc.) and their controls (fuse boards, meters etc.) be sufficient to serve your organization? Are they too old or inefficient to reasonably continue using? What would be involved in upgrading them? Are example service costs available?

- **Travel Accommodation**

Does the building have adequate car parking for your staff and visitors? Is it easy for emergency services to access the building?

- **Fire Protection**

Is there sufficient fire protection and detection? Is there sufficient emergency lighting in place? Is the building currently certified with the local Building Control office?

- **Building Register**

The building should have a file which lists any items such as asbestos that may be present, their location and the potential risk associated with them. If the building does not have a register ask the landlord/agent to get one commissioned.

- **Shared Accommodation**

Look for evidence of antisocial behaviour, unusual noises and smells etc. Review with whom you would currently be neighbours would be and be satisfied they are suited to close proximity with your organization.

- **Environment.**

Does the local area provide things that maintain and attract good quality staff? Is there a local park, gym, shopping area, somewhere to having ad-hoc meetings or for staff to simply buy lunch?

- **Keeping Existing Staff**

Will the location of your new office be too far for some of your existing employees to travel to? Consider that some of your employees may not want to make the move with you and how that can impact your organization.

Remember a good office refurbishment and relocation consultant will be able to quickly draft some mock-up proposals for the use of the space, be able to feasibility test these with your staff head count and provide some initial budget costs with regard the works that may be necessary to achieve your goal.

When budgeting don't forget to factor in not only the cost of any refurbishment and alterations, but the cost of actually moving, most importantly lost man hours and time through the move that might affect your trading performance.

Who Can Help?

At Office Changes Limited we have over 12-years experience successfully helping organizations make relocations and improvements to their environment, including feasibility testing, planning and Building Control applications.

To avoid wasted time and unnecessary expense contact Office Changes to discuss how we can add value to your relocation or refurbishment. Call us free on 0808 155 5682 for a friendly initial discussion or email help@officechanges.com.