



The resource for Moving Office

6 KEY CONSIDERATIONS BEFORE RENTING OFFICE SPACE

The selection of your new office environment will be central to the continued success of your business. This FREE guide breaks down the process into simple steps to help you firm up your requirements so that you can fully brief your Commercial Property Agent on your office move.

1. SPACE → How much space do you need?

This will, of course, vary depending upon your specific requirements & the space efficiency of the building but it is generally accepted that you should work on allocating approximately 125 sq ft per employee. This figure includes a proportion of meeting rooms & reception areas well as a desk, chair & the associated filing for each employee.

Other points to note include: do you expect clients to visit your office (this might impact on the size of reception area required)? Do groups of your employees hold regular project meetings (this may require a number of small meetings rooms)? Keep in mind future growth and account for that too.

2. ECONOMICS → How much can you afford?

Your objective should be to determine where & how your company's budget can be best invested. You should set a realistic budget (based on researched market knowledge) and you should stick to it.

3. GEOGRAPHY → Where is the best location for you?

Which location is going to work best for you as a business? Where do your staff live? Where are your customers based? Which location best represents the "sweet spot" to satisfy your business needs?

The easiest way to do this is to identify each factor that is important to you as a business – and then evaluate & rank each one. Going through this simple, but important, process will enable you to weigh up your options more objectively and thereby arrive at a sound decision that is based on business needs.

4. OPERATIONS → What do you want the space to do for your business?

Do you want your office space to keep your staff safe, warm & dry or are they intended to highlight the nature of your business and emphasise your corporate values? Are your offices a recruitment & retention tool? Always consider what messages are being transmitted about your choice of building & location.

Furthermore, when deciding what purpose you need your office space to fulfil it is always useful to think about your expected everyday activities, for instance: size of reception area will be influenced by the regularity of client visits to your office; number of parking slots you need; open plan offices to foster teamwork & collaboration or individual offices to allow for those tasks that require more quiet concentration (or a combination); break-out room; eating & drinking stations and so on.

5. TIMING → What is the best timing for your company?

Best practice says that you should start reviewing your options 9-18 months prior to your lease expiration regardless of whether you are considering renewing, renegotiation or relocating. It is vital that you allow enough lead-time to increase the amount of leverage & competition between the various options – which can result in substantial savings.

Give yourself enough time & opportunity to make the educated – and right – decision.

6. MAKE SURE YOU ARE REPRESENTED → Want to get the Office Move right?

Getting this wrong is too large a risk (both operationally & financially) for you not to utilise the services of a professional. Make sure you use a Commercial Property Agent who specialises in representing Tenants in your geographical area.

Once you have fully briefed them about your business objectives they will be able to ensure that you end up in the very best property available at the keenest rental levels and on the most advantageous terms.

ABOUT MOVING OFFICE

www.HelpMovingOffice.co.uk is the resource for moving office. It provides you with access to FREE information, advice, guides & tools ... as well as instant connection to approved & accredited companies ... to make sure that your office move happens on time, to budget & with the minimum hassle & disruption to your business.

- ⇒ For more FREE information on the process of moving office
- ⇒ To find professionals that specialise in helping companies with the office move process

☞ Go to www.HelpMovingOffice.co.uk

Other Resources from www.HelpMovingOffice.co.uk

- ☞ To find out how much space you need use our FREE Office Space Calculator
- ☞ Learn why using a Commercial Property Agent is the only sensible way to find office space
- ☞ Find Commercial Property Agents that specialise in representing Tenants in your area
- ☞ Contact approved Office Design & Fit-Out companies that can provide Office Space Planning advice