

# AV Office Move Planner

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# Welcome

Welcome to the ClearVC Office Move Planner, your comprehensive guide to ensuring a smooth and successful transition to your new office with a specific focus on audio visual (AV) integration. This planner is designed to help you navigate every step of the moving process, ensuring that your AV solutions are seamlessly integrated and operational from day one.

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# Office Move Checklist

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|---|--|
| <input type="checkbox"/> Assemble internal team                 | <input type="checkbox"/> Agree an AV project lead  |
| <input type="checkbox"/> Choose a project manager               | <input type="checkbox"/> Review budget and costs   |
| <input type="checkbox"/> Discuss office move with stakeholders  | <input type="checkbox"/> Share contractor details with AV lead so that they can collaborate during the project |
| <input type="checkbox"/> Create inventory of existing equipment | <input type="checkbox"/> Work collaboratively with AV company to plan the installation                         |
| <input type="checkbox"/> Assess current AV equipment needs      | <input type="checkbox"/> AV project agreed by stakeholders   |
| <input type="checkbox"/> Conduct assessment of new office space | <input type="checkbox"/> Cabling and decommissioning of old equipment  |
| <input type="checkbox"/> Define budget and costs                | <input type="checkbox"/> Installation of new solutions   |
| <input type="checkbox"/> Contingency fund arranged              | <input type="checkbox"/> Test new office spaces  |
| <input type="checkbox"/> Contact AV specialists for quotes      | <input type="checkbox"/> Staff Trained on new equipment  |
| <input type="checkbox"/> Organise site survey and consultation  |  |
| <input type="checkbox"/> Choose an AV specialist                |  |

# Office Move Timeline

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**7 MONTHS  
PREVIOUS**

Form a Project team

**6-7 MONTHS  
PREVIOUS**

Assessment of office spaces

**6 MONTHS  
PREVIOUS**

Contact AV Integrator for consultation

**5-4 MONTHS  
PREVIOUS**

All contractors, stakeholders and AV team  
to agree a plan for the project

**3-2 MONTHS  
PREVIOUS**

Work with contractors to get the new office  
space ready

**1 MONTH  
PREVIOUS**

First fix cabling and final preparations

**2 WEEKS  
PREVIOUS**

Installation of new solution

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# Assembling a Project Team

The success of your office move hinges on assembling a dedicated and skilled project team. Each member of this team will play a crucial role in ensuring that the transition is smooth and that your new office is equipped with top-tier audio-visual (AV) technology.



## PROJECT MANAGER

The Project Manager is the cornerstone of the move, responsible for overseeing the entire process from start to finish. This role requires exceptional organisational skills, attention to detail, and the ability to manage multiple tasks simultaneously.



## IT/AV SPECIALIST

The IT/AV Specialist is responsible for ensuring that all technical aspects of AV integration are met, delivering a seamless and efficient setup in the new office. ClearVC are experienced within this role and would oversee the technical planning, installation, vendor liaison and training.



## YOUR STAKEHOLDERS

Your stakeholders include the Facilities Manager, responsible for preparing the office space, and the IT/Network Manager, who manages the technical infrastructure.

You should also consider assigning 'super users' who are comfortable using your AV systems and can cascade their knowledge to other staff members.



## PRINCIPAL CONTRACTOR

Principal Contractors oversee the entire project, coordinating all construction, ensuring site safety, and maintaining project readiness. Their performance can make or break the outcome of your project. Choosing the right Principal Contractor is crucial to the success of your project.

## KICK-OFF CALL

Introduce your project team to each other by organising a project kick-off call to ensure collaboration, and to clarify timelines, goals, and responsibilities.

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# Working with your AV Integrator

AV is often overlooked and left until the last minute. Ensure that you engage an AV integrator early in the planning process to benefit from their expertise in designing the AV setup. This is highly advantageous, as it gives the specialists time to conduct site surveys, propose solutions, draw up plans, and order the necessary equipment before deploying engineers.

## ✓ **DEFINE YOUR REQUIREMENTS**

Conduct a thorough needs assessment to determine the specific AV requirements for your new office. Clearly outline your objectives, timelines, and expectations for the office move and AV integration with the specialists. It is highly beneficial to provide a detailed document outlining your AV needs, including room layouts, equipment specifications, and functionality requirements.

## ✓ **COMMUNICATION & COLLABORATION**

Ensure that communication channels are established early in the project so that all parties work towards the same goal and deliver an outstanding service. Open communication between all parties and stakeholders is essential for a smooth and successful project.

## ✓ **INSTALLATION, TESTING AND HANDOVER**

Your AV integrator will draw up a statement of works and a project timeline that aligns with the principal contractor, ensuring the site is ready for the installation of each workspace. The AV integrator will then test each room and conduct a full handover with you.

## ✓ **ONGOING SUPPORT AND MAINTENANCE**

ClearVC provides ongoing support and maintenance after installation, giving you peace of mind in the reliability of your AV systems, helping you prevent unexpected disruptions, and ensuring lasting performance.

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# Workplace Assessment

A workplace assessment ensures a seamless office move with integrated audiovisual technology. By evaluating both your current and future needs alongside the logistics of your new space, you can avoid costly mistakes. This process includes gathering stakeholder input, completing a full asset register, and planning the office layout with AV requirements in mind, such as cabling, ports, and outlets.

## ✓ **STAKEHOLDER INPUT**

Gather requirements from key stakeholders to ensure their needs are met.

## ✓ **CREATE AN INVENTORY OF EXISTING EQUIPMENT**

List all current AV equipment and assess what needs to be moved, upgraded, or replaced. Communicate this with your AV specialist as this could save money due to some equipment being re-purposed during the move.

## ✓ **NEW OFFICE LAYOUT**

Plan the layout, taking into account audio-visual requirements such as meeting rooms, collaboration spaces, and common areas. Once you have shared your floor plans with your AV integrator, you will collaborate to determine the best solution for each room.

## ✓ **CABLING, PORTS AND OUTLETS**

When moving office, it's crucial to think about details such as ports, cabling and outlets for your AV technology. This element is often overlooked and if not thought of could cause major delays and increase costs with your move. Your AV integrator should provide all necessary elevations to your principal contractor, outlining power and data requirements to ensure your AV setup is not compromised.

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# Budgeting Advice

Managing the budget for an office move effectively involves careful planning, monitoring, and controlling costs to ensure the project stays within financial constraints.



## **BREAK DOWN COSTS**

Categorise expenses into specific areas such as project management, AV equipment, furniture, moving logistics, installation, and miscellaneous costs. List all potential expenses within each category to avoid overlooking any costs. Use accounting software or a spreadsheet to track all expenses against the budget in real-time.



## **APPROVALS**

Implement a process where significant expenditures require approval from a designated manager or committee.



## **CONTINGENCY FUND**

We recommend having 10-15% contingency fund, just in case you come across any unforeseen issues during the process.



## **VENDORS**

We recommend getting quotes from multiple vendors to secure the best possible price. Do consider experience and reviews within this process as cheapest is not always the best provider.



## **REGULAR REVIEWS OF BUDGET**

Conduct regular budget reviews to ensure spending is on track and identify any deviations early.



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# Working with ClearVC – Our Process

ClearVC is dedicated to providing a smooth and efficient journey from purchase to installation, ensuring that our solutions not only meet but exceed your expectations. The process from purchase to installation is a refined operation that allows us to keep on track, meet your business needs and provide a top-notch service.



## ✓ **CONSULTATION**

At ClearVC, our process starts with a detailed consultation to understand your unique needs, technology preferences, and challenges. We then assess your existing hardware and arrange demonstrations and trials of potential new equipment, allowing you to make informed decisions.

## ✓ **PLAN**

During the planning stage, ClearVC's dedicated project team collaborates closely with the principal contractor and key stakeholders to ensure your Audio Visual requirements are clearly defined and communicated. We prepare detailed elevation drawings, schematics, statements of work, and conduct thorough risk assessments to facilitate a smooth transition from planning to service implementation, ensuring that every aspect of the project is carefully aligned with your goals.

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# Working with ClearVC – Our Process

## ✓ **INSTALL**

During the installation stage, your AV/VC system will be installed by ClearVC's dedicated in-house engineering team, following the pre-agreed statement of works to prevent any unexpected issues. Every installation is thoroughly quality checked to ensure the highest standards are met. As part of the process, our engineers will also provide a full handover and user training, ensuring your new technology is seamlessly adopted by your team.

## ✓ **MAINTAIN**

Our maintenance service includes both helpdesk and onsite support, ensuring you always have access to a real AV professional. Whether you need advice, remote assistance, or onsite support, our experts are ready to help keep your system running smoothly and efficiently.

## Interested in Working with Us?

Contact ClearVC to book a one-to-one consultation with our AV specialists.

 **0800 368 7358**

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# **FAQ**

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## **What should I consider for my audio-visual (AV) systems when moving to a new office?**

When moving to a new office, it's essential to assess your new space's layout and acoustics. Consider whether your existing AV equipment will suit the new environment or if upgrades are needed. It's also a good time to evaluate your future needs, such as scalability and compatibility with new technology.

## **Will my existing AV equipment be compatible with the new office layout?**

Compatibility depends on several factors, including room size, wall materials, and lighting conditions. Our team can perform a site survey to ensure your current equipment will function optimally or suggest modifications to suit the new environment.

## **Do I need to reconfigure my room booking system after moving?**

Yes, your room booking system will likely need reconfiguration. This involves updating the system with the new room names, locations, and availability schedules. We can assist with this transition to ensure a seamless changeover.

## **How can I ensure my digital signage is correctly set up in the new office?**

Digital signage requires careful planning to ensure visibility and accessibility in your new space. Consider where screens will be most effective, and whether the existing content strategy needs adjusting. We can help design and install your digital signage to maximize impact in the new environment.

# **FAQ**

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## **What's involved in relocating my AV systems and digital signage?**

Relocating involves disconnecting, transporting, and reinstalling your AV equipment and digital signage. Our team handles everything from ensuring safe transportation to configuring systems in the new location to function just as well, if not better, than before.

## **Can you help with setting up new meeting rooms in our new office?**

Absolutely. We specialise in designing and installing meeting room setups tailored to your specific needs, including video conferencing, sound systems, and room booking integrations. We ensure your meeting rooms are ready for use from day one.

## **What if I want to upgrade my systems during the move?**

Moving offices is an excellent opportunity to upgrade your AV systems, room booking technology, or digital signage. We can recommend the latest solutions that align with your business goals and budget, ensuring a future-proof setup.

## **How long will it take to reinstall AV and room booking systems in the new office?**

The time required depends on the complexity of your systems and the scale of the move. We work with you to create a detailed plan and timeline to minimize disruption and ensure everything is operational as quickly as possible.

# **FAQ**

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## **Who should I contact if I encounter issues with my AV or digital signage after the move?**

You can contact our support team anytime for immediate assistance. We offer both remote support and on-site visits to resolve any issues that arise after your move.

## **What are the benefits of using your services for the move?**

By choosing our services, you ensure a seamless transition with minimal disruption. We provide end-to-end solutions, from planning and transportation to installation and support, ensuring your AV systems, room booking tools, and digital signage are perfectly integrated into your new office.

## **Will there be any training provided after the move?**

Yes, after installation, we offer training sessions for your team to ensure everyone is comfortable using the AV, room booking, and digital signage systems. We also provide detailed documentation and ongoing support.

## **Need help with your move?**

Contact ClearVC to book a one-to-one consultation with our AV specialists.



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# Why ClearVC?

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At ClearVC, we're dedicated to delivering exceptional audio-visual and video conferencing solutions tailored to your business. Our expertise spans consultancy, design, project management, in-house engineering, and customer support. Here's how we support your business:

## **Tailored Consultancy and Design**

We create solutions that fit your unique needs. Our team collaborates with you to understand your challenges and design a custom plan, whether it's a new video conferencing system, an upgrade, or a comprehensive AV setup. Our goal is to exceed your expectations with innovative, bespoke solutions.

## **Seamless Project Management**

At ClearVC, we believe that successful projects require meticulous planning and execution. Our project management team ensures that your projects are completed on time, within budget, and to the highest quality standards. We manage every aspect of the project lifecycle, from initial planning and procurement to installation and final testing. Our experienced project managers work closely with all stakeholders to ensure smooth communication and flawless delivery.

## **Expert In-House Engineers**

Our own engineers guarantee high-quality installation and maintenance for all AV systems.

## **Dedicated Customer Helpdesk**

Reliable support whenever you need it, with troubleshooting, system monitoring, and on-site repairs.

## **Comprehensive AV Solutions**

From design to installation and ongoing support, we cover all your AV needs to enhance collaboration and productivity.



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