

Moving Advice Checklist

What kind of property solution is right for your business?

There is a huge selection of facilities on offer, ranging from fully serviced business centres to independent buildings. As a business owner, it can be difficult to know precisely what property suits your requirements most effectively.

Use our handy checklist, below, to work out exactly what facilities you need your new property to have. Once you've worked this out, you'll be more able to browse our range of properties more efficiently.

Location

- Accessibility/Location
- Rail or tube links
- Bus routes
- Good road access
- Bank/Post Office/Shops
- Staff catchment

Building features

- Office space
- Workshop space
- Ground floor access for deliveries
- Loading bay
- Reception service
- Visitor waiting area
- Bureau services
- Passenger lift
- Building features continued
- Goods lift
- Security features (eg. CCTV/alarm)
- Receptionist
- Disabled access
- Air cooling/heating
- Shared kitchen
- Meeting rooms

- 24/7 access
- Parking
- Private toilets
- Shared toilets
- Shared office equipment
(eg. copiers and scanners)
- Network cabling
- Broadband Internet connection
- Storage
- Shower room
- Bike rack

Space features

- Natural light
- Artificial light
- Furnished
- Unfurnished
- Floor suitable for machinery
- Partitioned space
- Open plan layout
- Floor to ceiling height
- Security features
(e.g. locks and window grilles)