

For facility managers planning an office move




12 QUESTIONS YOU NEED TO ANSWER BEFORE YOUR OFFICE MOVE

Most relocation decisions are based on three assumptions:

- 1 How many employees do you have?
- 2 How many workstations do you have?
- 3 How much space are you using?

This checklist shows you where you really stand.

Answer each question honestly. Use the traffic light system:

-  I have reliable data
-  I have an estimate
-  I don't know

PHASE 1 How is your current office actually being used?

Question 1: What is the actual attendance rate in your current office? Not bookings. Real people per day.

Booking data shows intent. Actual occupancy data shows what really happens. The difference determines how much space you truly need.

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 2: Do you know which days of the week your office is used the most, and do you have reliable data for it (not just observations)?

Peak days determine the minimum size your office needs. Everything else is buffer that you're paying for.

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 3: Do you know usage by zone, floor, or department or only a total number for the whole office?

Total numbers are misleading. One zone at 100% next to one at 20% averages out, but hides what's actually in demand.

Yes
Reliable data

Approx.
Estimate

No
I don't know

PHASE 2 How much space do you really need?

Question 4: Have you defined a desk-sharing ratio and is it based on real attendance data or an online formula?

A wrong ratio (e.g. 1:1 instead of 0.7) can mean dozens of unnecessary desks → quickly resulting in hundreds of thousands in extra rent.

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 5: Do you know which types of spaces are actually used most in your current office? (e.g. desks, meeting rooms, informal collaboration areas)

If you don't, you'll recreate the same poorly designed office, just in a new location.

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 6: Do you have a peak load analysis? What is the maximum simultaneous attendance your new space must support?

You don't plan for the average. You plan for the busiest day, and that's often much busier than expected.

Yes
Reliable data

Approx.
Estimate

No
I don't know

PHASE 3 Is your decision future-proof?

Question 7: How will your headcount evolve over the next 3–5 years? Do you have scenarios (growth, stagnation, reduction)?

Lease contracts typically run ~5 years. You're planning today for a company that will change over that time.

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 8: Have you defined how your hybrid work model may change during the lease and who decides that?

If your company requires more office presence later, your space must support it or you've chosen the wrong office.

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 9: Do you have measurable hybrid work policies? Clear rules on how often employees come in, and a system that tracks it?

Without measured attendance, you won't know after the move if your space works until it's too late to renegotiate.

Yes
Reliable data

Approx.
Estimate

No
I don't know

PHASE 4 Is the decision aligned internally?

Question 10: Can you justify the recommended office size to leadership or your CFO with data. Not estimates or benchmarks?

A CFO doesn't ask how many desks were booked. They ask how many were actually used, and what that means for rent.

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 11: Have you involved all stakeholders (IT, HR, leadership) early—and do they understand the data behind the decision?

Office decisions made without IT or HR often fail during rollout (e.g. booking systems, HR integration, change management).

Yes
Reliable data

Approx.
Estimate

No
I don't know

Question 12: Do you have a tool that ensures your new office is actually used as planned. And alerts you if not?

The move is not the end. It's the beginning. Without data, you'll repeat the same mistakes in the next lease cycle.

Yes
Reliable data

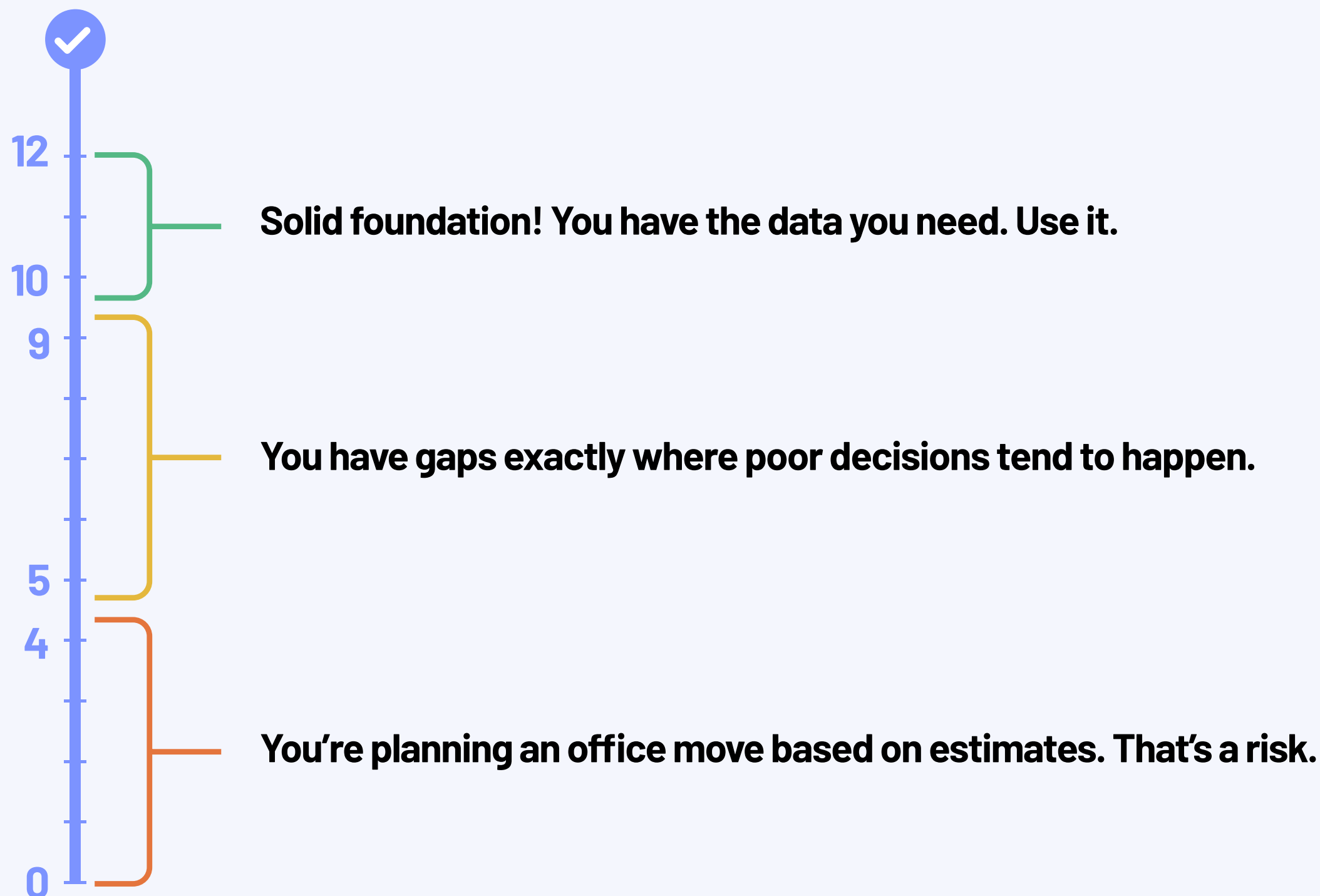
Approx.
Estimate

No
I don't know

What your result means

Your score

What it means



Where do you get the answers for Phase 1?

The questions in Phase 1 are the most common blind spots in office relocations, because booking systems simply don't provide this data. They show who booked, not who actually showed up.

deskbird is the workplace management platform that tracks real office attendance without additional hardware. At a glance, you can see how your current office is actually being used: by day, zone, team, and floor. And you have a reliable foundation for the space you truly need.

Over 250,000 users in more than 10,000 offices worldwide use deskbird for exactly this purpose.

Data instead of gut feeling for your office move

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