

PLANNING AN OFFICE MOVE

CHECKLIST

Select your moving date	
Assign a move co-ordinator	
Contact removal company to arrange a site survey and book your move	
Communicate to employees	
Order new phone lines	
Check with the local council and book parking suspensions	
Book crate delivery for advance packing	
Colour code your move using stickers on crates, furniture and a layout plan	
Advise building managers of both properties regarding parking, loading bay access and use of the lift	
Arrange for disposal of old furniture, paperwork and computer equipment	
Arrange storage and archiving if required	
Send out change of address letters to clients and suppliers	
Notify Post Office and Bank of change of address	
Update website with your new details	
Arrange for computers to be backed up, packed up and uninstalled	
Map out the new location and label everything appropriately	
Distribute new keys/cards	
Pack up desks, personal spaces	
Label crates and furniture	
Set up a 'Lost and Found'	
Clean out old office	
Liaise with the team leader from the removal company and leave it up to the experts	
Organise a welcome breakfast for the following morning for employees to familiarise them with the new building	