

# Office Moving Checklist



This **Office Moving Checklist** provides an invaluable framework to manage the actual moving process, identifying the major tasks that you will need to undertake in advance of the office move as well as on the actual moving day and beyond.

**HelpMovingOffice.com**

The Office Relocation Website

# Office Moving Checklist



## 1. PLANNING THE OFFICE MOVE



Assign an internal Project Manager to oversee & manage the office move

Confirm the date of office move

Source, meet, brief and get quotes (best practice says 3) from Office Moving Companies in your area

Select & hire an Office Moving Company

Arrange a site visit of both locations with Office Moving Company

Confirm total value of insurance with Office Moving Company

Finalize the move date is still workable

Notify employees about the move



### TOP TIP:

Getting accurate **Office Moving Quotes** will involve meeting & briefing Office Moving Companies at your office (with possibly a visit to the new office) so you can explain your office relocation objectives in detail, and allow them to provide you with a comprehensive office moving quote.



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## 2. PREPARING FOR THE OFFICE MOVE



Review current office furniture & equipment—identifying upgrades and / or replacements required

Take a full inventory of your current office contents - and decide what is and isn't required at new office

Arrange for any off-site archiving and/or storage requirements (these are safe and cost-effective solutions to free up valuable and more costly office space)

Determine your **IT & Telecoms requirements** in new office (computers, servers, phone systems, & internet etc.)

Think Phone Lines! This can be a notorious headache if not thought through properly and planned for in advance. You need the phone working in your new office. Plan - check - chase and double check again!

Arrange to close down and/or transfer accounts with all Utility and Energy Companies (gas, water, electric) before the move happens. If you are transferring accounts with existing vendors, check prices with other providers to ensure you are getting the best deal

Book delivery of crates & packaging with Office Moving Company

Arrange security and access of new premises

Arrange back-up of all computers, data, firewalls & servers

Arrange for the disconnection/reconnection of all IT equipment (computers, printers, copiers, faxes etc.)



### TOP TIP:

There's a lot to do so you are recommended to start planning the **office moving process** as early as possible to give yourself the best possible chance of a successful outcome.



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- Arrange for staff to pack and label their desk and personal items
- Agree a simple color-coding system to use for labels on crates, furniture and new office layout plan
- Label all items clearly for layout in new premises (crates and furniture)
- Confirm layout of new premises to Office Moving Company - highlighting location & configuration of network cabling, power outlets & phone points
- Confirm delivery of any new equipment, furniture, stationery
- Arrange for disposal of any items not required in new office (furniture, equipment etc.)
- Check with the local municipal government of both locations for civil code that requires a permit if your street will be obstructed during the move
- Liaise with the building managers of both office locations to discuss/arrange parking, loading access, lifts etc.
- Confirm all final details of the Move Plan with the Office Moving Company



## TOP TIP:

Any technical equipment (including phone systems) should be disassembled & packed by a specialist **IT & Telecoms Company**, as these items are valuable and merit specialist attention.



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## 3. THE MOVE DAY



- Assign someone to supervise Office Moving Company at old (outgoing) office
- Assign someone to supervise Office Moving Company at new (incoming) office
- Ensure floor plans are clearly displayed on each floor in new office (give copies to Office Moving Company prior to move)
- Have food and refreshments available at both sites
- Set up a 'lost & found' system at both sites
- Distribute keys (entrance cards) and any codes to staff and notify relevant people of alarm procedures
- Liaise with the team leader from the Office Moving Company - check that all is well and leave it to the experts!
- Distribute cell phone numbers of all key people so lines of communication can be open throughout the move
- Ensure that all staff have maps and details of location of new office
- Supervise final cleaning at old office and arrange for inspection at handover with Landlord (or Building Manager)



### TOP TIP:

Keep your cool on the move day & allow your Office Moving Company to do what they are best at.



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## 4. COMMUNICATION & NOTIFICATION



Keep staff up-to-date and informed with progress and developments throughout the whole process

Communicate the move date together with the new address & contact details to all stakeholders - both internal & external

Compile Office Move Guide for staff - giving clear instructions of what is required of them during the office move and when & where they need to be

Arrange for mail-forwarding to be set up from old office

Consider all signage, stationery, marketing collateral and electronic use of address details (eg building signage, letterhead, business cards, website, email foot notes) & order any new items as required

Brief IT & Telecoms Company about the details of the move and ensure collaboration between them and the Office Moving Company

Communicate access and security to employees (distribute new cards, keys, codes and notify relevant people of alarm procedures etc.)



### TOP TIP:

Remember to consider what impact the office move will have on those people and businesses you interact with and, in particular, your customers.



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## 5. AFTER THE MOVE



Put up a "We've Moved" sign at old office detailing your new address and contact details

Check that your website has been updated with new location, directions and maps

Does your voicemail message need changing?

Arrange collection of all empty boxes, packaging and crates

Report any damages and/or breakages with the Office Moving Company

Hold a company tour around the new office (and locality) so that staff can familiarize themselves with the new building/location

Consider holding an "after-the-move" party either in or near the new office to celebrate a job well done and promote the move to clients

Arrange an "after-the-move" company meeting to address any questions or concerns about the new office and its location

Reconcile all vendor invoices against their quotes - and identify & resolve any discrepancies



### TOP TIP:

Everything needs to be working and in its proper place as soon as possible, so have your Office Moving Company available on site to carry out any last minute adjustments or moving of furniture.



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It is essential to work with a professional [Office Moving Company](#) who have the expertise & specialist equipment to ensure that any valuable items are professionally packed, protected, re-assembled correctly and that your business is ready-to-go on the first morning in your new office. Use this template below to ensure you are getting best value (and service) when it comes to hiring an Office Moving Company.

## Office Moving Company Selection Process

Company	Office Moving Quote	Notes
	\$	
	\$	
	\$	

For the best outcome it is recommended to get [3 Office Moving Quotes](#) and then determine which company can best offer the service that you require for your office move.

### Disclaimer

This information has been prepared by Help Moving Office as a general guide only and does not constitute advice on any specific matter. We recommend that you seek professional advice before taking action. No liability can be accepted by us for any action taken or not taken as a result of this information.

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