

Office Moving Checklist

5-6 months before the move:

- Do an assessment of the new office location to identify any changes that need to be made and begin selecting the appropriate personnel to complete this. These may include architects & space planners, office equipment suppliers, painters & decorators, carpet fitters, IT & electrical professionals.
- Select a capable employee or team of employees to oversee and coordinate all the aspects of the moving process to ensure all matters are being managed and kept to both time and money budgets.
- Identify which items are to be moved as well as any items that will be sold or disposed off. begin to make plans for selling or disposing of any unwanted furniture or equipment.
- Identify any new items that need to be purchased.
- Confirm the number of employees that will be relocated and create an office plan for the new site, highlighting specific working areas and which furniture and equipment will be allocated.
- Start going through files and consider using a records management supplier to store any unused files.

2-3 months before the move:

- Place any orders for new equipment.
- Speak with the building management of both the current and new premises to assess any specific moving regulations in place. these may include use of lifts, parking restrictions, timing issues, other companies in a building that may be moving.
- Decide if you would prefer employees to pack up their work areas themselves or prefer to have the removal company do this - this may be decided on cost and SafeMove offer various packing services based on your preferences.
- Begin contacting removal companies and select your mover
- **Call SafeMove on 02920 660 116 and visit our website at www.safemoveremovals.co.uk for further information.**

3-4 weeks before the move:

- Meet with all company employees to review the move. Use this to ensure everyone is aware of their responsibilities and the procedures that will need to be followed to ensure everything runs smoothly running up to and including the move.
- If employees are packing themselves allocate crates, labels & packing materials to all employees to begin packing - begin with non essential items to allow you more time nearer the move date.
- Meet with the moving company to review the new office layout and discuss any issues in terms of access and times and agree on a schedule.

The week leading up to the move day:

- Make sure all furniture and equipment is labelled according to new office plan.
- If employees packing themselves ensure this is completed by the day of the move. If removal company is packing arrange the most convenient time for this to be done ensuring minimal disruption to employees and at the same time allowing the packers to be able to pack in a timely and efficient manner - after hours can often be the best time for this!

Move Day:

- Do a detailed walkthrough of both current & new premises with the removal team to ensure all items have been moved and that the new office plan has been adhered to.

After the move:

- If the removal company is unpacking ensure all equipment is allocated to the correct areas and employees are happy with their work areas.
- Identify if any adjustment to furniture placement needs to be made.
- If employees are unpacking themselves allocate a specific area to store crates/boxes for collection by removal company.

***Relax, enjoy your new premises
& organise a new office party!!***