

OFFICE REMOVALS CHECKLIST



This Office Removals Checklist provides an invaluable framework to manage the actual removals 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.

It is essential that you work with the right Removals Company to help with your office move. A successful move will require specialist work - such as heavy lifting and disconnecting/reconnecting computers and other electronic equipment - and this should not be left to employees.

BEFORE YOU BEGIN

1. There's a lot to do so you are recommended to start the process as early as possible to give yourself the best possible chance of a successful outcome.
2. [Find out more about what to expect from your Office Removals Company.](#)
3. [Find independently sourced, screened and approved Removals Companies that specialise in moving businesses in your area](#)

1. PLANNING THE OFFICE MOVE

Assign an internal manager to co-ordinate office move	<input type="checkbox"/>
Confirm the date of office move	<input type="checkbox"/>
Source, meet, brief and get quotes (best practice says 3) from Office Removal companies in your area	<input type="checkbox"/>
Select & appoint Removals Company	<input type="checkbox"/>
Arrange a site visit of both locations with Removals Company	<input type="checkbox"/>
Confirm that the move date is still workable	<input type="checkbox"/>

OFFICE REMOVALS CHECKLIST



2. PREPARING FOR AN OFFICE MOVE

Carry out review of current office furniture and equipment - identifying upgrades and/or replacements required

Take a full inventory of your current office's 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, mobile phones 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!

Utilities (gas, water, electricity) in both locations. Arrange to close down and set up accounts before the move happens. Should you transfer your accounts with existing suppliers or check prices with other providers.

Book delivery of crates for advance packing

Agree and co-ordinate security and access for new premises

Arrange back-up of all computers and servers

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

Arrange desks and personal spaces to be packed up

Agree a simple colour coding system to use for stickers on crates, furniture and new office layout plan

Label all items clearly for layout in new premises (crates and furniture)

OFFICE REMOVALS CHECKLIST



Confirm layout of new premises to Removals Company - highlighting location & configuration of communication and power outlets	<input type="checkbox"/>
Confirm delivery of any new equipment, furniture, stationery	<input type="checkbox"/>
Arrange for disposal of any items not required in new office (furniture, equipment etc)	<input type="checkbox"/>
Liaise with the building managers of both office locations to discuss/arrange parking, loading access, lifts etc	<input type="checkbox"/>
Confirm all final details of the move plan with the Removals Company	<input type="checkbox"/>

3. THE MOVE DAY

Assign someone to supervise removals company at old (outgoing) office	<input type="checkbox"/>
Assign someone to supervise removals company at new (incoming) office	<input type="checkbox"/>
Ensure floor plans are clearly displayed on each floor in new office (give copies to Removal Company prior to move)	<input type="checkbox"/>
Have food and refreshments available at both sites	<input type="checkbox"/>
Set up a 'lost property' system at both sites	<input type="checkbox"/>
Distribute keys (entrance cards) and any codes to staff and notify relevant people of alarm procedures	<input type="checkbox"/>
Liaise with the project manager from the Removals Company - check that all is well and leave it to the experts!	<input type="checkbox"/>
Distribute mobile phone numbers of all key people so lines of communication can be open throughout the move	<input type="checkbox"/>

OFFICE REMOVALS CHECKLIST



Ensure that all staff have maps and details of location of new office	<input type="checkbox"/>
Supervise final cleaning at old office and arrange for inspection at handover with Landlord (or Building Manager)	<input type="checkbox"/>

4. AFTER THE MOVE

TICK

Put up a "We've Moved" sign at old office detailing your new address and contact details	<input type="checkbox"/>
Check that your website has been updated with new location, directions and maps	<input type="checkbox"/>
Does your answerphone message need changing?	<input type="checkbox"/>
Arrange collection of all empty boxes, packaging and crates	<input type="checkbox"/>
Report any damages and/or breakages with the Removals Company	<input type="checkbox"/>
Consider holding an "after-the-move" party either in or near the new office - so that staff can familiarise themselves with new building/location (and you can celebrate a job well done!)	<input type="checkbox"/>
Arrange an "after-the-move" company meeting to address any questions about the new office and its location	<input type="checkbox"/>
Reconcile all supplier invoices against their quotes - and identify & resolve any discrepancies	<input type="checkbox"/>

OFFICE REMOVALS CHECKLIST



5. COMMUNICATION & NOTIFICATION

TICK

Keep staff up-to-date and informed with progress and developments throughout the whole process	<input type="checkbox"/>
Communicate the move date together with the new address & contact details to all stakeholders (internal & external) - including Companies House, HMRC, suppliers (equipment & services), employees and clients	<input type="checkbox"/>
Compile Office Move Guide for employees - giving clear instructions of what is required of them and when, where they need to be and when	<input type="checkbox"/>
Notify Post Office of change of address & arrange for mail forwarding service to be set up	<input type="checkbox"/>
Consider all signage, stationery, marketing collateral and electronic use of address details (eg building signs, letterhead, business cards, website, email footers) & order any items as required	<input type="checkbox"/>
Liaise with local council to arrange access areas, book parking suspensions, loading docks, etc	<input type="checkbox"/>
Brief <u>IT Consultants</u> (if applicable) about the move	<input type="checkbox"/>
Communicate access and security to employees (distribute new cards, keys, codes and notify relevant people of alarm procedures etc)	<input type="checkbox"/>
Arrange a site visit for staff to see their new office (good for morale)	<input type="checkbox"/>
Once you have settled in to your new office consider having an "Open House" to show it off to your clients	<input type="checkbox"/>

✓ Moving office can provide a trigger for renewing/switching supplier contracts on favourable terms and best practice says that companies should use an office move as an opportunity to review all of their supplier contracts.

OFFICE REMOVALS CHECKLIST



OFFICE REMOVALS COMPANY SELECTION TEMPLATE

Working with the right Office Removals company is crucial to your office move being a success. Use the template below to list the details of the Office Removals companies you will contact to arrange for a quote.

COMPANY NAME	CONTACT NAME	TELEPHONE	EMAIL

For the best outcome it is recommended to get 3 quotes and then determine which company can best offer the service that you require for your office move.



- ✓ The companies that work with Help Moving Office have all been independently sourced and screened.
- ✓ They are experts in their field and have signed up to the most stringent standards within their industry.
- ✓ For further help and advice on the office relocation process - go to the [Moving Office Guide](#) for your area to get specific information, tools and contacts for your location.

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.

© 2011 Help Moving Office