



The Ultimate Office moving checklist

Everything you need for your office move



First steps

Due Date Done?

- Determine which of the following steps are relevant to your move
- Set a clear budget to prevent overspending
- Make sure colleagues are clear what is their responsibility
- Keep your office staff clear on any updates/information
- Does anything need upgrading that could go straight to the new site?
- Will you need extra cables or wiring or other IT equipment at the site?
- Measure new site
- Confirm layout of new premises, are any renovations required?
- Contact renovators for quotes
- Contact moving companies for quotes
- Send a notice to any suppliers that you are moving



Disconnections, reconnections, diversions

Internet

Power

Organise for de-commissioning and recommissioning of all computers and associated electronic equipment

Telephones

Mail Service



Notify change of address

Update any documents that require the new address

IRD

Vehicle Registrations

Companies Office

Government

Insurance

Suppliers of financial services

Supplies of other materials (e.g. uniform, food delivery, laundry)

Clients



Final confirmations before move

Keys for any staff that require them

Keys for any contractors that require them

Alarm codes set and shared with staff that will need to lock up

Confirm moving plan with the movers and insurance

Distribute written instructions for moving to all staff

Decide whether staff will help you on moving day, have the day off or work from home.

Ask Cleaning service for a 'Fresh Start' clean for your office

Organise a clean for your existing office and remove any of your corporate branding



On the day

Make sure colleagues are clear what is their responsibility

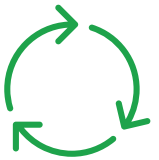
Label all items clearly

Reserve parking and lift at new location

Ensure wiring is set up correctly and safely

Fire exits identified and labeled (including map)

Fire Warden chosen



Ongoing

Fire alarm drill training - Set calendar event for 3 months time

Add your lease end/renewal date to your calendar

Notes