



## Office Moving Checklist

When planning your office move, the goal is to minimize interference while planning for every possibility. Although moving offices is a difficult operation, proper preparation before, during, and after the move can help ensure success. Here's a road map to get you there as quickly as possible.

### STEP 1: Everything You Need to Do Before the Move

- Inform your current landlord about the move
- Measure your new office space and get detailed floor plan
- Inform your staff about the move.
- Book an affordable and reliable moving company
- Make a list of all the people, service providers and clients you need to inform about the address change
- Create an inventory list
- When you pack, allot a colour to each department to make unpacking easy.
- Give a code to each employee and place that number on their desk and equipment.
- Inform your IT department
- Complete any official paperwork, including permits and licenses.
- Reserve parking and lifts for the moving day.
- Make a precise moving day strategy for your team to follow.
- Jot down an emergency contact details for everyone engaged in the move, including elevator repair and building management.
- Make arrangements for cleaning, both your current and new locations.
- Confirm the access codes and locks for the new location.
- Send your movers a detailed plan. You can even meet them at the location to have a detailed discussion.

- Make a precise moving day strategy for your team to follow.

### **Team Involvement**

- Set up a staff meeting to talk about relocation day.
- Create a relocation committee and designate one person from each team to manage the packing obligations of their department.
- Discuss packing methods and layout.
- Inform each employee about their assigned desk number and colour code.
- Laptops, monitors, and other essential things - Discuss and explain a standardised approach of labelling them to personnel.
- Inform the team members about their duty. The team should know who will remain at the current location until the last moving truck leaves, and who will relocate to the new location to assist.
- Arrange empty boxes for each department to pack their filing cabinets.

### **Step 2: Checklist to Take Care of on the Moving Day**

- Keep a printout of your emergency phone numbers handy.
- Make arrangements to provide refreshments to removalist team and internal members
- Ensure that all technological equipments are transported first.
- Ensure that all workstations and labeled boxes are in their proper locations.
- Set a date for phone lines to go live.

### **Step 3: After the Move**

- Ensure all the facilities in the office are in order.
- Set up all tech equipment.
- Notify the moving firm of any damage.
- Ensure old leases have been wrapped up. Check whether you have received deposits from the old premises,
- Collect all passes, and collaterals for your old office and have them sent back.

- Arrange for installation of new IT systems.
- Make a client announcement or send out a news release.

## **Woohoo! You have completed your office relocation.**

If you've made it through a hassle-free office relocation, it's time to rejoice! We hope our checklist was of great help.

Remember, if you're looking for an affordable and stress-free office move, contact Melbourne cheap Movers.