

# office move checklist

**They've given you the go-ahead to move to your new office building!**

Everything works better in a team.  
Ask for help and help those in need.  
Planning is everything.  
Create a timeline for all tasks

## 6 months before the move

- Review your commercial property lease
  - Take note of end date as this may incur lease breaking fees.
- Notify necessary people
  - Landlord, property manager and provide official notice, I.T department, phone line and security system
- Set a budget and moving date
  - Design and outline new office layout
  - Consider an interior decorator
  - Have a copy of new layout for the removalists.

## 4 months before

- Book an inspection and booking date
- Discuss the budget with removalists
- Secure all permits required (parking for Removalist trucks etc)
- Organise eco packing tubs to make your move easier
- Dedicate one member in each department to ensure packing is completed accordingly.
- Update all departments, investors, delivery services and customers regarding moving date.

## 2 months before

- Prepare keys and access cards for new office
- Book cleaners two days before moving date to allow for unforeseen circumstances
- Contact, cancel, transfer or redirect utilities, service providers, letters and subscriptions
- Do a walk through of old and new office with removalists.

## 1 month before

- Order packing boxes and extra materials
- Contact I.T, security, internet and utility providers to confirm connection to new location.

## 1 week before

- Send staff floor plans, parking and distribute keycards
- Staff to update their email address footer details to new address before leaving for the day
- Clean fridge, pantry and microwave
- Pack lounge and resting areas
- Provide boxes to all staff to begin their packing.

## 0 move day \*

- Have minimal staff on site (work from home if possible)
- Meet with removalists to finalise and discuss the plan
- Confirm old lease will be terminated
- Confirm all utilities are reconnected
- Liaise with I.T department to confirm connections are running.

## after move day

- I.T department to test phones, wifi, printers etc
- Security codes and swipes in working order
- Confirm termination of old contracts
- Remove all excess furniture and packing material
- Stack tubs ready for collection