## 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



before

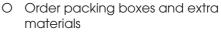
the move

- O Review your commercial property lease — Take note of end date as this may is our large base bits of end
  - incur lease breaking fees.
- O Notify necessary people
  - Landlord, property manager and provide offical notice, I.T department, phone line and security system
- O 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
- O Book an inspection and booking date
- O Discuss the budget with removalists
- O Secure all permits required (parking for Removalist trucks etc)
- O Organise eco packing tubs to make your move easier
- O Dedicate one member in each department to ensure packing is completed accordingly.
- O Update all departments, investors, delivery services and customers regarding moving date.



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





O Contact I.T, security, internet and utility providers to confirm connection to new location.



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



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

## after move day

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





## 1300 75 33 34