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## Moving Office Checklist

- Identify everything that must be done
- Create a complete working budget
- Make internal company decisions
  - Area being considered
  - Type of building desired
  - Square feet needed
  - Budget limits
  - Utilize modular furniture?
  - Replace any case goods furniture?
  - Determine office sizes & who gets one
  - Make changes/upgrades to office systems
    - Telephone system
    - Computers and networking
    - Copiers/Printers/Fax machines. Postage meters, etc.
  - Establish requirements for archiving/warehousing (off site)
- Hire a tenant rep broker
- Hire an architect/interior designer
  - Create working floor plan drafts
  - Provide HVAC requirements for all equipment
  - Provide electrical requirements for all equipment
  - Decide on standard cabling outlet configuration (Voice and Data)
- Select space
  - Negotiate lease terms
  - Negotiate work letter (TI allowance)
  - Sign lease
  - Give notice to old landlord
- Hire vendors
  - Cabling
  - Telephone system (replace it or move it)
  - Order new phone/data service (POTS, T-1, ISDN, DSL)
  - Network (upgrade it, back it up, prepare to move it)
  - Security system
  - Modular furniture (replace it or move it)
  - Furniture movers
  - Document destructors

- New janitorial service
- Plant watering service
- Manage construction project
  - Hire General contractor
  - Hire Project manager?
  - Hire MEP engineer
  - Get drawings approved for permit
  - Obtain building permits
- Change address & phone numbers
  - Order new stationery and business cards
  - Order new signs
  - Paint company vehicles
  - Change vehicle registration?
  - Change website to reflect new address/phone numbers
  - Revise advertising
  - Revise yellow pages listing
  - Notify post office
- Throw away junk and archive old files
- Warehouse un-needed equipment and files
- Communicate
  - Memos to employees
  - Letter to customers
  - Notify bank and accountant
  - Notify insurance agent
  - Notify vendors and suppliers
- Packing prep
  - Order and distribute boxes
  - Rent crates (if applicable)
  - Order and distribute packing materials
  - Order and distribute labels and markers
  - Provide clear instructions for packing
  - Determine who will pack filing cabinets, supply cabinets
  - Determine who will pack common areas (reception, pantry, library, etc.)
  - Make arrangements to have live plants moved
  - Make arrangements to move framed pictures and any special artwork
- Move management prep
  - Take complete inventory
  - Document network log-ins, access, print spooling, etc.
  - Perform complete backup of network
  - Perform complete backup of telephone system
  - Document telephone extension, pooling groups, etc.
  - Select department coordinators
  - Create packing/labeling guidelines
  - Arrange to have PCs packed/moved
  - Determine who will work on move weekend
  - Arrange for packing/moving of copiers

- Arrange for disassembly/reassembly of modular furniture
- Arrange to pack/move networking equipment and servers
- Arrange to prep/move telephone system
- Arrange for elevator access (both sites)
- Schedule parking and unloading at new site
- Obtain any special moving/parking permits
- Determine building restrictions for move hours
- Arrange for protection of floors, walls and elevators
- Clean up/demo old site
  - Remove old cabling?
  - Arrange for special trash pickup
  - Perform final cleaning?
- Update:
  - Service agreements
  - Business Licenses
  - Insurance
  - Sales & Use certificates
  - Equipment leases
  - Mandatory HR postings

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