



THE STEP-BY-STEP OFFICE MOVING CHECKLIST

If you're gearing up for an office relocation, the goal is to minimise disruption and ensure every eventuality is prepared for. Although it's a challenging task, planning before, during and after moving office can contribute to success. Here's a guide to help you get there with as few hitches as possible.

STEP ONE — THINGS TO DO RIGHT NOW

IF YOU'RE MOVING TO A NEW OFFICE, HERE'S WHAT YOU NEED TO DO RIGHT NOW

- Notify your current landlord and give notice
- Get a detailed floor plan of your new space
- Measure your new office space
- Ensure all team members are informed of the move date
- Find and book a moving company
- Start a master list of people you need to send a change of address to
- Ensure your employee list is up to date
- Ensure your client list and service provider list is up to date
- Create an inventory of existing furniture
- Find and consult with a furniture company for any new furniture required

STEP TWO — BEFORE THE MOVE

EVERYTHING YOU NEED FOR A SIMPLE GOODBYE

- Assign colour codes to each department. Marketing = purple, Accounts = green etc.
- Work on a detailed floor plan and allocate colour coded stickers to each department section
- Assign each employee a number, and add that corresponding number to their desk and equipment
- Clearly define and name communal spaces on your new floor plan
- Brief your IT department on the move and discuss what tech is needed for the day
- Get any official paperwork done and dusted, as well as permits and licenses

- ❑ Book parking space and elevators for the moving day
- ❑ Place orders for new furniture and stationery
- ❑ Arrange for cleaning services at your current and new premises
- ❑ Finalise access codes and locks for new premises
- ❑ Send a detailed floor plan to your movers, or arrange a meeting at the new premises if need be
- ❑ Create a detailed moving day plan for staff to follow
- ❑ Draft a list of emergency contact numbers for everyone involved in the move, as well as elevator maintenance and building management
- ❑ Set a possible date for an office-warming party
- ❑ Arrange external storage facilities if needed

GET YOUR TEAM INVOLVED

- ❑ Arrange a staff meeting to discuss moving day
- ❑ Propose a moving committee and assign a member of each team to oversee their department's packing responsibilities
- ❑ Discuss packing procedures and layout
- ❑ Provide directions to the new location as well as instructions on parking, public transport etc.
- ❑ Give each staff member a moving pack that includes their allocated desk number, colour code, as well as some info about the new venue – maybe even include a quick guide to great food spots in the area as a nice touch.
- ❑ Laptops, screens, hard drives, keyboards – discuss a standardised way to label these and explain it to staff
- ❑ Ensure everyone takes home personal belongings like iPads or laptops
- ❑ Discuss which representatives will stay at the current location until the last moving truck has left, and which will move to the new location to help
- ❑ Arrange for each department to empty and pack or tape closed their filing cabinets etc.

AT YOUR NEW OFFICE SPACE

- ❑ Print out colour coded signs to make department demarcation easy to see
- ❑ Label spaces with desk numbers
- ❑ Ensure keys, access codes or tags, and security information is available

WHO TO SEND A CHANGE OF ADDRESS NOTICE TO:

- ❑ Clients and partners
- ❑ Professional organisations you belong to
- ❑ Stationery services
- ❑ Banks and financial institutions
- ❑ Any food service companies
- ❑ Bottled water company
- ❑ Telephone company
- ❑ Service companies for photocopiers or printers
- ❑ Insurance
- ❑ Any accounts departments
- ❑ Your internet service provider
- ❑ Any additional services your company makes use of

STEP THREE – ON MOVING DAY

TIME FOR THE SMOOTHEST OFFICE MOVE OF YOUR LIFE

- ❑ Keep your emergency number print out on hand
- ❑ Allocate a budget for refreshments for the moving team and internal representatives
- ❑ To make moving a bit easier arrange to have aircon on during the move
- ❑ Ensure all tech equipment, computers, phones etc. are moved first
- ❑ Ensure representatives are on hand to make sure all colour coded items are placed in the correct locations
- ❑ Ensure all desks are in the right places along with their numbered boxes
- ❑ Book a date for telephone lines and systems to become operational

THE DAY AFTER MOVING DAY

- ❑ Add a special touch by leaving a welcome pack on each employee's desk, which contains their name, job title, a welcome note and possibly even a pack of energy sweets, a snack or a drink to get them through day one
- ❑ Spot check the building and ensure all facilities are in order
- ❑ Ensure all areas are clearly defined and demarcated for staff to see
- ❑ Set up all computers and tech equipment
- ❑ Set up telephone lines and systems
- ❑ Create new phone list

A FEW DAYS AFTER MOVING

- ❑ Distribute new telephone lists and department locations
- ❑ Perform a detailed check of the premises
- ❑ Report any damage to the moving company if need be
- ❑ Make sure your insurance has been transferred
- ❑ Ensure old leases have been wrapped up
- ❑ Confirm deposits have been received from the old premises
- ❑ Collect all passes, keycards and keys for your old premises and have them sent back
- ❑ Hand out new passes, keycards and keys
- ❑ Check all invoices and payments
- ❑ Arrange for installation of new IT systems
- ❑ Finalise the change of address mailing list and send
- ❑ Set up a committee to plan an office-warming
- ❑ Do a client announcement or issue a press release

CONGRATULATIONS, YOU DID IT!

If you've made it through an office relocation without too much stress, it's time to take a moment and celebrate! We hope our list helps you get organised.

Remember, if you're currently searching for office space for rent, our Instant Offices experts are on hand to help you weigh up all the pros and cons of various types of spaces, from serviced offices to shared spaces in locations around the world. We'll help you find the right office space to move into.