



Moving Office Checklist

Moving offices is no simple task; there are a multitude of things to consider and this process can be overwhelming for the majority.

That's why Simon Long Removals are here to help you break your office move down into a checklist, so you can put your office relocation into perspective with simple, manageable steps.

Checklist provided by www.simonlongremovals.com

Get in touch today to discuss your office move 01842 739 806 | movers@simonlongremovals.co.uk

About Simon Long Removals

At Simon Long Removals, we have over 20 years of experience within the industry and our highly skilled team is ready to tackle the job at hand, no matter how big or small, and provide expert packing and shipping services.

We offer a free, no obligation survey and quotation to all customers, our surveyors are ready to visit your property to discuss your requirements and explain the relevant services we provide. This can be done as soon as you've made your decision to move, so you can be sure your moving date is thoroughly organised.

For more information or to book our services, get in touch with your local branch today:

- Call us on **01842 739 806**
- You can reach us via email at **movers@simonlongremovals.co.uk**

9 Months Prior

Find your new office

First and foremost, when selecting your new premises you will need to make sure it ticks your boxes including: size, security, transport, parking and has enough facilities to facilitate you and your staff.

Decide on a budget

When confirming a budget you must remember to take into account: the lease of your new premises, lost working hours or days, payment to removals company, insurance, cleaners, time and effort of selected personnel and any new purchases for the new office.

Gather a team

Assemble a group who can help you to plan the new office interior and help you with the move. Select a group of people who have the authority to make decisions throughout the move to ensure it doesn't hold up the process. Cover the main goals and aims of this process to keep everything streamlined.

Organise your inventory

If you do not already have an inventory, it's time to note down everything in the office, so you know what needs to be relocated and what can be donated or recycled. By sorting out what you don't wish to keep, you could save yourself money from the cost of old furniture removals in future.

4 Months Prior

Book your moving date in with your removals company

Advance bookings will make sure that you have a moving date set in stone. This will give your removals company ample time to start organising your moving requests. If you wait around, chances are, you'll find yourself in a tricky position.

Order new equipment

Take a look around your new building and determine whether or not you will require more electrical equipment and what needs installing prior to your moving day.

Inform suppliers, vendors and clients

Contact everyone who needs to know about your move, the earlier the better. Remember to inform your broadband and energy providers because you will need these in your new premises.

Put together an office plan

Keep downtime and disruption to a minimum by making a plan of your new office layout, think about where your departments will be situated. You may wish to hire professionals who can provide you with seamless fit-outs.

2 Months Prior

Organise finer details with your removals company

With large office removals, it's important to keep on top of finer details to ensure everything runs like clockwork. Decide on how you're going to package everything in the office, so things are labelled correctly to ensure a hassle-free process. Some removals companies such as Simon Long Removals can provide a full packing service which will take extra stress out of your move.

Call a cleaning company to clean old/new office

Check your existing lease for the building and check to see if you've agreed to a deep clean and arrange this to take place the day after your move. You may also want to organise a deep clean before you move everything into your new premises for a nice, fresh start.

3 Weeks Prior

Inform employees

Your staff should be well aware of your move already but be sure to send out an official email that explains what's taking place, when they need to remove all of their personal items and when they will be back in for their full working hours.

Begin packing *(if packing yourself)*

Start with the less vital items such as filing cabinets and drawers.

Input phone lines and broadband into your new office

For any extra phone lines that you need setting up in your new building, now is the perfect time to make sure this is in full working order before you move in. Check your broadband and test it before a normal working day commences in the new office.

Set up redirects

Set up phone and postal redirects to ensure everyone who needs to contact you, can.

Inspect your new facilities

Test that everything works in your new office including the kitchen fridges, sinks, toilets, lights and plug sockets.

1 Week Prior

Pack and label your office goods *(if packing yourself)*

All office essentials need to be packed and labelled clearly, ready for transportation. Any reputable removals company will be able to assist you with wrapping and packing and provide you with packing materials should you require them.

Have staff pack their belongings before moving day

To save time, have your staff pack up their things.

Confirm moving date with removals company

Contact your chosen removals company just to confirm the date and time, so both parties know what to expect on the day.

Moving Day

Selected personnel

Only members of staff who have been asked to help move should be in the office on the day.

Make clear labels *(if packing yourself)*

Before your removals company arrives, have your team scan over each box to check they have been clearly labeled.

Refreshments

During a demanding move, it can be easy to forget to refuel and rehydrate - so ensure you have refreshments to keep your team energised throughout the process.

Refer to office plan and unpack

Move your boxes to their desired location in the new office and have your team unpack different areas to speed up the unpacking process.

Celebrate!

Congratulations, you're unpacked and settled into your new office - celebrate with the whole company.

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