



# The Ultimate Office moving checklist

Everything you need for your office move



## First steps

### Due Date Done?

- Determine which of the following steps are relevant to your move
- Set a clear budget to prevent overspending
- Make sure colleagues are clear what is their responsibility
- Keep your office staff clear on any updates/information
- Does anything need upgrading that could go straight to the new site?
- Will you need extra cables or wiring or other IT equipment at the site?
- Measure new site
- Confirm layout of new premises, are any renovations required?
- Contact renovators for quotes
- Contact moving companies for quotes
- Send a notice to any suppliers that you are moving



## Disconnections, reconnections, diversions

- Internet
- Power
- Organise for de-commissioning and recommissioning of all computers and associated electronic equipment
- Telephones
- Mail Service



## Notify change of address

- Update any documents that require the new address
- IRD
- Vehicle Registrations
- Companies Office
- Government
- Insurance
- Suppliers of financial services
- Supplies of other materials (e.g. uniform, food delivery, laundry)
- Clients



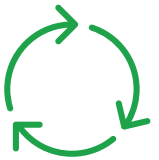
## Final confirmations before move

- Keys for any staff that require them
- Keys for any contractors that require them
- Alarm codes set and shared with staff that will need to lock up
- Confirm moving plan with the movers and insurance
- Distribute written instructions for moving to all staff
- Decide whether staff will help you on moving day, have the day off or work from home.
- Ask Cleaning service for a 'Fresh Start' clean for your office
- Organise a clean for your existing office and remove any of your corporate branding



## On the day

- Make sure colleagues are clear what is their responsibility
- Label all items clearly
- Reserve parking and lift at new location
- Ensure wiring is set up correctly and safely
- Fire exits identified and labeled (including map)
- Fire Warden chosen



## Ongoing

- Fire alarm drill training - Set calendar event for 3 months time
- Add your lease end/renewal date to your calendar

## Notes