



## Trust Movers presents: The Ultimate Office Moving Checklist

Moving offices is a blend of excitement and stress. It's common for business owners to underestimate the challenges until they're knee-deep in packing and organizing. Our office moving checklist is here to help. Ensure nothing is overlooked and tackle tasks in advance, allowing a swift return to business as usual!

### 3 months in Advance

Selecting your new office:

- Is it large enough for your employees?
- What's the security like?
- Can you afford it?
- Is there room to expand?
- Who is responsible for maintenance?
- Are you allowed to redecorate?
- Are there enough power sockets?
- Is there a kitchen?
- Do all of the windows open?
- Is there anything nearby that can disturb you?

### 6 Weeks In Advance

- Consider selecting a trusted employee to co-ordinate the move.
- Consider anything that needs to be upgraded or replaced.
- Measure out your new office so you can buy furniture and come up with your layout.
- Ask for advice if you need it.
- Send notices to clients.
- Contact a removals company for quotes.
- Keep your office staff informed and engaged with the move.

## 1 Month Before Moving Day

- Arrange for a security company to assess your new office if management doesn't cover it.
- Ensure everything will be delivered before the move.
- Confirm your moving date with your chosen removals team.
- Arrange your new phone lines, internet, and anything else you need. This may include:
  - Fax
  - Routers
  - Modems
  - Mail services
  - Pagers
  - Electricity
  - Telephones

## 3 Weeks Before Moving Day

- Inform suppliers and other important people about the move. This may include gardeners, cleaners, and the government.
- Order new stationery with your new address.

## 2 Weeks Before Moving Day

- Make sure you have your phone lines and internet installed at this point. It's better to do this while the office is still empty.
- Try to transfer telephone numbers. If you can't, set up forwarding.
- Redirect your post.
- Have your essentials ready.
- Arrange for external storage of things like desks and IT equipment if you need it.
- Confirm details of your move plan with the removals company.
- Label things in accordance with the move plan.
- Arrange for staff members to visit the new site to familiarize themselves with it.

## 1 Week Before Moving Day

- Hire a cleaner to leave the office in the best condition.
- Ensure cables, servers, and wiring is set-up properly.
- Set up large pieces of furniture if possible.
- Find a packing service if possible to allow business to continue as usual.
- Decide whether staff will help you on moving day, have the day off or work from home.

## **On The Day**

- Make sure everything is ready to go.
- Ensure you leave the office clean for the owner.
- Start putting up furniture early.

**Make moving day stress-free with this checklist. By completing most tasks in advance, you'll minimize worries on the actual day. This way, you can quickly return to your regular routine without any hassle!**