

Office removals Checklist

Most Common Mistakes Made On Moving Office

- Identify everything that must be done needed to be moved
- Create a complete working office move budget
- Make internal company decisions on all office removals tasks
 - Area being considered
 - Type of new offices desired
 - Square feet needed on new working office
 - Budget limits office removals
 - Utilize modular furniture?
 - Replace any case goods furniture?
 - Determine office sizes and who gets new office
 - Make changes or upgrades to office systems before your office move if possible
 - 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

<http://www.removalsinlondon.com/office-removals-office-relocation-moving-office-movers.html>