



Tips when moving business premises

Below are a couple of tips for moving business premises in the hope it's not a stressful event for you or your team!



The ultimate goal with an office relocation is minimal disruption. **There are 3 key areas: - Planning, Preparation and Communication.** Moving offices can be a challenging experience, so the more steps you have in place to make the move run smoothly can make it less stressful.

- Put together a planning team who will be responsible for the moving process.
- Book ProPack Removals for your office shift and confirm the date of removal.
- Once a moving date has been confirmed, it's important to let internal staff and external parties about your upcoming move/relocation.
- Notify your team members of the moving date and your new office premise address.
- Ensure that your employee list is up to date (health and safety)
- Make sure that all team members know what their responsibilities will be ahead of time
- Discuss with your IT department what tech is needed before the day, and also around disconnection of computers, laptops etc.



Don't forget to send out 'change of address' emails/letters to:

- Clients and partners
- Professional organisations to you may belong to;
- Banks
- Telephone company
- Internet companies
- Photocopier and Printer companies
- Insurance companies
- All accounts details
- Any food service companies (charities with food boxes you purchase from inhouse)
- Bottled water companies
- Plant company that looks after your plants
- _____
- _____
- _____
- _____
- _____



Preparation is the key

- Have a detailed plan of your new space, measure and plan how you're going to lay things out.
- Create an inventory of existing office furniture
- Create a list of furniture required for the new premises
- Assign each team member a number, that corresponds with their desk and equipment.
- Finalise access codes and security for team members for the new premises
- Send a detailed floor plan to your movers, or arrange a meeting with them before the move
- Create a detailed moving day plan for team members to follow
- Draft a list of emergency contact numbers for everyone involved in the move, include building management and elevator management.
- If the business has 'departments' appoint a team leader for that department
- Put together a 'moving pack' for each team member including their new allocated desk number, and any relevant information about the new location.
- Standardise the way that laptops, screens, hard drives, keyboards, telephones etc are going to be labelled and ensure that everyone follows this procedure.
- Ask everyone to take home any personal belongings and devices.
- Provide every team member with a box (labelled in the correct format - i.e. 7 - Suzy Perfect) for them to clear out their desk of files etc.
- Ensure that all keys and access codes are available
- Ensure you've got telephone and internet sorted before you need to become operational



Making the big move

The day has arrived, and you should be well-prepared. Here's a couple of ways to ensure everything else goes smoothly on the big day.

- Keep your emergency number printout close at hand
- Make sure that you have a full first-aid kit readily available - someone will always need a plaster
- Have refreshments pre-ordered for the removal team and also team members helping on the day
- Ensure that tech-people are available on the day if you don't have your own IT people
- Make sure that the right box is on the right numbered desk, with the right chair!
- Set up all computers and tech equipment
- Set up all telephone lines and systems - ensuring they're working
- Perform a detailed check of the premises to ensure there's no damage
- Update your website with the new contact information
- Collect all passes, keycards and keys for the old premises to send them back
- Hand out new passes, keycards and keys for the new premises.
- Unpack your box - which should be on your desk and settle in.

