Office relocation checklist

Use this office relocation checklist to keep your move on track. Tick each item off as you go.

12 weeks before

- [ ] Confirm dates with your landlord and check your lease exit terms
- [ ] Appoint your office mover and book a site survey
- [ ] Brief your IT provider and telecoms supplier

8 weeks before

- [ ] Agree the floor plan for the new office
- [ ] Decide what furniture to keep, sell or clear
- [ ] Book storage if the new space will not be ready

4 weeks before

- [ ] Tell staff the timetable and who is responsible for what
- [ ] Confirm building access, lifts and parking at both sites
- [ ] Order new stationery and update your address with suppliers and clients

1 week before

- [ ] Crates delivered and staff packing their desks
- [ ] Labels checked against the floor plan
- [ ] IT shutdown schedule confirmed

Move day

- [ ] Project manager on site
- [ ] Key contacts reachable at both buildings

After the move

- [ ] Settle-in visit and crate collection
- [ ] Clearance of the old premises
- [ ] Final check of the building you've left

YOUR NOTES

ISO 9001
Certificate No. GB2005858

Book your free office move survey
Call 01738 562983 or visit caledoniaremovals.co.uk/contact

Survey within 48 hours