Sample move plan: a phased office relocation

This is the format your project manager uses to plan a large or multi-site move. Every plan is written after a survey of each building and agreed with you before any work starts.

Example only. Sites, dates, crew numbers and figures are illustrative. Your plan is written for your buildings and your timetable.

1. Project summary

Client contact	Facilities or office manager, named in your plan
Caledonia contact	One named project manager from first survey to final sign-off
Scope	Two floors moved to a new building in two phases, plus clearance of the old office
Standard	Planned and risk assessed to BS 8522
Working pattern	Weekday moves as standard, Saturdays on request

2. Phases

DISCOVERY	Survey every building, count workstations and equipment, record access rules, lifts, loading bays and parking.
PLAN	Written plan with phases, dates, crew numbers and a BS 8522 risk assessment. Floor plans and a labelling system agreed.
PREPARE	Crates, labels and floor plans issued. Staff briefed on packing. Building managers, IT provider and suppliers booked.
MOVE IN PHASES	Each phase moved, rebuilt to the floor plan and signed off with you before the next starts.
CLOSE OUT	Old building cleared, crates collected, final report issued.

3. Example daily report

SITE	PHASE	DATE	CREW	STATUS
Perth office, floor 2	Pack and move	Phase 1	6	Complete
Dundee office	Rebuild	Phase 1	4	Complete
Perth office, floor 1	Pack and move	Phase 2	6	Booked
Old Perth office	Clearance	Close out	3	Booked

4. Who does what

TASK	CALEDONIA	YOUR TEAM	YOUR IT PROVIDER
Survey, plan and risk assessment	✓	Agree	
Floor plans and labelling	✓	Agree	
Book lifts, loading bays and parking	✓	Confirm with landlord	
Pack personal desk items	Crates supplied	✓	
Back up data, shut down and disconnect			✓
Pack, move and reposition IT equipment	✓		
Dismantle, move and rebuild furniture	✓		
Reconnect equipment and test the network			✓
Clear unwanted furniture, waste transfer note	✓	Decide what goes	
Sign off each phase	✓	✓	

5. Paperwork supplied

- Risk assessments and method statements (RAMS)
- Insurance certificates: £5 million public liability and £10 million employers' liability, goods in transit and in storage covered to the value you need
- BS 8522 and ISO 9001 certificates, and British Association of Removers membership
- Confirmation of yearly Disclosure Scotland checks on our crews
- A written move plan and programme, and a waste transfer note for anything cleared

6. Communication

- Your project manager is your single point of contact throughout
- Progress reported daily during each phase, in the format above
- Each phase signed off with you before the next one starts

Book a planning call with a project manager

Call 01738 562983 or visit caledoniaremovals.co.uk/contact

Free survey in 48 hours