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Business Relocation Checklist

Approximately 4 to 6 months prior to moving

- Select a move coordinator on staff even if using third party removalists and/or consultants.
- Check your existing lease for notice periods and cleaning/rectification work required of you.
- See if there are any major improvement needs necessary for the new premises and identify who's responsible – the lessor, strata or yourself.
- Meet with the building manager at both your existing and new locations to discuss move logistics and rectification works.
- Construct a list itemizing all moving tasks – this is important to keep track of tasks and to facilitate delegation and accountability.
- Write a design brief and tender the fitout design project.
- Decide on budgets for the move and the new fitout.
- Select a qualified and experienced interior designer to layout and design your new space.
- Pick out the moving day and plan the action steps backwards from this.
- Acquire all necessary regulatory approvals and lessor approvals for fitout and use of the new site.
- Have new phone numbers, communications and utilities set up for the new site.
- Audit all existing equipment and furnishings to list items to re-use and items to replace/dispose of, and items to buy new.

Approximately 2 to 4 months prior to move day

- Put the fitout plans to tender and appoint an office fitter. Ensure they inspect the existing and new premises prior to quoting. Ascertain if they can help you move and/or assemble furniture items as well.
- Hire a reputable professional moving company.
- Employ a professional cleaning service for both the current and new location.
- Order the new furniture i.e. desks and chairs specified by your designer, to be delivered to the new location. Ascertain who will unpack, assemble and place these.
- Order any new equipment, to be delivered to the new location.
- Undertake new office fitout of walls, floors, ceilings and services.

Approximately 1 to 2 months prior to moving

- Notify bank, tax office, accountant and other important contacts of change of address.
- Eradicate unnecessary junk and clutter
- Get insurance quotes for the new site
- Obtain security and alarm systems.
- Get new keys and access cards ready
- Finalise the new office space fitout (coordinate deliveries of furniture and equipment you have ordered with office fitter)
- Order new stationery and business cards
- Order new signs
- Update company vehicle wraps
- Change vehicle registrations
- Change website to reflect new address/phone numbers
- Revise advertising, listings and membership details
- Notify post office and organise mail forwarding.
- Advise all employees, contractors, customers and suppliers
- Ensure you have electronic copies of all important documents/resources
- Select department coordinators and ensure move procedures and responsibilities are all in place and clearly communicated.
- Create packing/labelling guidelines and process. Print labels.
- Arrange to have computer equipment and any copiers etc. packed/moved.
- Determine who will work during move and how? (Which site or remotely)
- Determine building restrictions for move hours.
- Arrange for dock, parking and elevator access (both sites).
- Arrange for protection of floors, walls and elevators of both sites.

Approximately 1 month until moving day

- Conduct final inventory of equipment and furniture.
- Ensure all networks and services are replicated and operational at new site.
- Give out new phone numbers and extension lines to staff.
- Undertake complete clean out and archive old files.
- Warehouse or shred un-needed files. Dispose of un-needed equipment.
- Order and distribute packing boxes and materials if not being supplied by the moving company.
- Rent crates (if applicable)
- Provide clear instructions for packing (how, when)
- Determine who will pack common areas (reception, kitchen, bathroom, etc.)
- Make arrangements to have live plants moved
- Make arrangements to move any delicate or expensive items
- Complete fitout and handover of new site and get Occupation approval
- Provide WHS training specific to move and nominate a WHS supervisor to oversee all move activity at each site

Approximately 1 week prior to the move

- Pack
- Put proper labels on all boxes according to their respective destinations
- Perform complete backup of network, files and systems
- Clean out fridges, freezers and common areas
- Gather old keys and access cards
- Hand out new keys and access cards
- Avoid holding meetings with clients or interviewees
- Alert clients about your unavailability
- Carry out all last-minute chores
- Make moving day strategy and delegate employees to guide the movers
- Arrange for special trash and recycling pickup at both sites

On Moving Day and beyond

- Don't have too many employees in either of the 2 offices
- Make sure there are food & drinks ready for everyone who is contributing to the move
- Post up directional signs at the new site for the professional moving company
- Ensure surface protections are all in place at both sites
- Have someone tally each delivered box against previous site count, per department or section
- Have someone direct moving company in unpacking and placing furniture and boxes into correct locations in new space
- Bring the plants to your new location
- Configure a "lost and found" area
- Clean and make good of old site after all items moved out
- Perform final post move cleaning of new site once everything is unpacked
- Organise "house warming" breakfast or morning tea
- Verify completion of all "to do" list tasks for move
- Get back any bonds for old location