



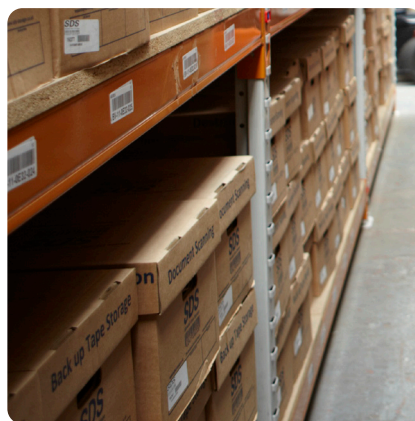
WHITE PAPER

Ultimate Office Move Checklist

Moving a business is not just a pack-up-and-go exercise – planning an office move checklist can help ensure that nothing falls through the cracks.

Office moves can be due to a range of reasons, whether for business expansion, relocation or downsizing due to more hybrid and remote working. Therefore, many businesses need to follow the suitable steps for a successful office move.

This step-by-step guide will illustrate how to efficiently conduct a safe, secure, and structured office move. It includes everything from movable assets to data security. Use the helpful printable checklist at the end to tick off all the essential to-dos of the relocation process.



1

STEP ONE Pre-Move Planning

Proper planning before an office move sets the tone for the actual relocation. This should be done at least three to six months before the time. A checklist for office move day that includes all the pre-planning aspects is essential from the onset.

Ensure that employees, clients, and stakeholders are made aware of where the new location is, and all the crucial details about the new office space. Appoint an in-house moving team and include each delegate from pre-planning to completion.

You can compile an action plan with a clear timeline of what should happen and when. Establishing time frames can help clarify how long different duties are likely to take, as well as associated deadlines.

During this phase, setting up a moving budget is important to prevent overspending. Obtain multiple quotes from different moving companies, IT providers, storage facilities, cleaners, insurers, and any other services needed.

2

STEP TWO Legal & Administrative Tasks

A checklist for an office move must address all legal and administrative tasks. Without these in place, the relocation can create unnecessary risks and potential financial losses.

Review the current lease agreement and submit the required notice. If it is impossible to give the agreed-on notice, factor the penalties into the office move budget. Carefully peruse and negotiate the new lease agreement. If necessary, appoint a solicitor to review the agreement and negotiate the lease.

Moving insurance covers unforeseen damage and loss. If the selected office moving company does not offer insurance, this can be obtained from a third-party insurance provider.

To keep the relevant parties informed, include the new physical address in all communications and send a change-of-address notice to employees, clients, services and goods suppliers, financial institutions, and all other parties. Update all legal, administrative and marketing documents with the new company address.

3

STEP THREE IT & Infrastructure

In a predominantly digital business world, IT hardware and connected networks are core considerations when planning an office moving checklist.

Compile an inventory of all IT hardware, such as servers, desktops, and routers. This is a good opportunity to eliminate outdated equipment. Follow the correct disposal and recycling protocols when disposing of old IT equipment. Some suppliers will take redundant equipment and recycle it themselves.

It is essential that a telecommunications infrastructure, which includes internet connectivity, is up and running before relocating. Ideally, several tests should be conducted to ensure that every infrastructure component is functioning correctly and can help detect and address potential issues and malfunctions ahead of time.

Cloud-centred businesses do not have to worry about data backups because all information sits on an already backed-up external server. Organisations functioning without cloud interfaces must plan and execute a data backup plan.

4

STEP FOUR Designing the New Space

Replicating layouts and setups between old and new office spaces is not always possible. A business office move checklist must incorporate layout planning. Map out a detailed floor plan of the new office. This expedites the move on the day and informs a carefully considered workspace.

A streamlined layout will optimise workflows and boost efficiency. This means carefully considering the placement of staff and equipment. Make

a list of all the old office furniture. This can help decide what to move into the new office, what needs replacing, and which additional pieces must be bought.

Decor and branding play an important role in marketing and company visibility. When moving offices, think about how and where to use logos, brand colours and company slogans, including where custom-made signs may need to be made to include in the new office.

5

STEP FIVE Logistics & Moving Day Prep

Avoid confusion and unnecessary stress by sorting out all the logistics before the office moving day. Decide between hiring professional office movers or appointing an in-house moving team.

Use the action plan to appoint people to pack and label everything for the new office. Make this a part of the office moves

checklist to ensure nothing gets left behind.

Set up all essential infrastructure in the new office space ahead of time. This will help to minimise downtime and guarantee a smooth transition.

6

STEP SIX Employee Coordination

Communicate clear directions, parking and public transport options to all employees and other relevant parties beforehand. Providing each employee with all the necessary information eliminates hiccups.

Introducing all employees to the new workspace is important to avoid mishaps when everybody occupies the building. Getting acquainted with a new

workspace before the actual moving day can help reduce the stress associated with the move.

Inform employees of the moving date and procedures and tell them to take their personal belongings and devices home when advised. Minimise workflow interruptions by arranging remote work during moving day.

7

STEP SEVEN Moving Day

The office move checklist is essential on the actual relocation day. Consult this list at any point to ensure everything is packed and everyone knows what to do and where to go. A final run-through of this crucial checklist is highly advised, ensuring that every possible aspect related to the office move has been considered.

The emergency contact numbers of the in-house moving team, IT providers and

external movers must be on the moving office checklist. Establish that a backup plan is in place should something go wrong on the actual moving day.

With a printable office move checklist, it is possible to coordinate the relocation without any issues. It's advised to move all tech equipment first as this needs to be installed and operational as soon as possible.

8

STEP EIGHT Settling into the New Office

Once the office move is finished, it is time to unpack and organise. Clearly labelled boxes and equipment help to speed up this process and limit work time losses.

Check all IT systems and equipment after the move. If something is broken, faulty or missing, the moving insurance should cover the loss. Also, check all newly

purchased equipment that has not yet been tested.

Be prepared to react to potential issues that may arise during the move. Staying proactive and collecting feedback is an essential part of the office moving process.

9

STEP NINE Post-Move Review

Obtaining feedback from employees on the move highlights successes and gaps for future relocations. It is a good idea to get this in writing for reference purposes.

A feedback form can contain sections such as 'What went well?', 'What can be improved?', and 'Suggestions'. This shows employees and team members that their input is valued, and their concerns are actively addressed.

How to Have a Safe & Successful Move

Relocating a business can be extremely challenging. A detailed checklist for the office move is a simple yet invaluable tool to help the process remain organised, address issues beforehand and hopefully alleviate potential stress.

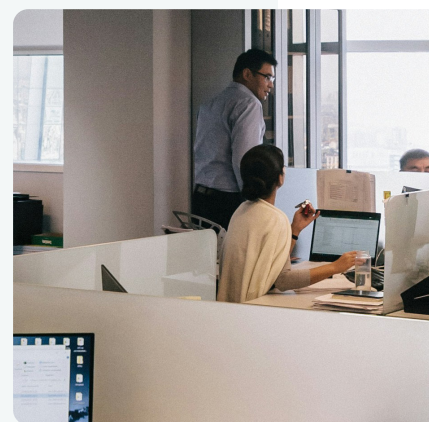
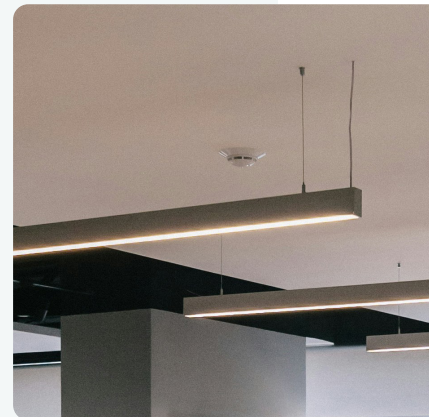
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We offer bespoke [document storage](#) and [confidential waste service solutions](#) to make your office move as easy as possible. We also

offer [document indexing, scanning](#) and [document management software](#) to make the processing of any surplus documents simple and straightforward for you, meaning your new office space will be neat and tidy.

With years of experience and expertise in handling office waste, we ensure legally compliant and sustainable document-handling practices.

[Find out more](#)



Printable Office Move Checklist

STEP ONE
Pre-Move Planning

STEP TWO
Legal & Administrative Tasks

STEP THREE
IT & Infrastructure

STEP FOUR
Designing the New Space

STEP FIVE
Logistics & Moving Day Prep

STEP SIX
Employee Coordination

STEP SEVEN
Moving Day

STEP EIGHT
Settling into the New Office

STEP NINE
Post-Move Review