GW TWILLEY AND SON
EST 1918
REMOVALS & STORAGE

Office Removals Checklist

	Before your office move:	Responsible:	Date:	Done!
1	Finalise your existing lease and coordinate the transition between your current lease and the new lease			☐
2	Notify insurance companies, banks, Inland Revenue, suppliers, clients and vendors about the change of address			☐
3	Arrange mail forwarding services if required			☐
4	Notify IT, telecom, and utility suppliers to make sure their services will be operational as soon as you move			☐
5	Notify your IT team well in advance so they can carry out all the necessary tests			☐
6	Create a layout and configuration plan for the new office's IT and telecom equipment			☐
7	Take stock of office equipment and furniture and decide what will be relocated and what will be left behind			☐
8	Arrange office storage if needed			☐
9	Arrange pre and post-move cleaning services			☐
10	Ensure the new office meets all health and safety requirements *(e.g. smoke detectors, extinguishers, signage, fire exits, alarms, heating and ventilation, compliance with waste regulations, etc.)*			☐
11	Set up a security protocol for moving day specifying who is/isn't allowed in both your old and new offices			☐
12	Create and distribute a moving day plan among your staff			☐
13	Delegate tasks by choosing one staff member per department to coordinate the move			☐
14	Get packing supplies, including boxes, labels, tape, crates, etc.			☐
15	Order ID badges and access keycards for the new premises			☐
16	Order new business cards			☐
17	Ensure your company is listed in the new building's directory or lobby			☐
18	Ensure that parking, lifts, and loading bays will be available and reserved on moving day			☐
19	Keep a list of important / emergency contacts handy			☐
20	Ask for assistance if you require packing and unpacking services			☐
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