

OFFICE MOVE PLANNER CHECKLIST

The process of moving is often underestimated. As a result of our experience and customer feedback, we have created this pre move checklist to assist you to plan the perfect move.

Early Planning

- Appoint an appropriate staff member as your company's Move Co-ordinator
- Consider your current office equipment and computer situation. What needs to be upgraded or replaced
- List all stationery and company letterhead which will need amendment, plus new building signage and your website
- Consider the security and access requirements for your new premises
- Send a notice to clients and suppliers etc that you are relocating, detailing changes such as Post Office box number or phone numbers and the street address
- Inform staff of progress and developments throughout the process
- Confirm layout of new premises and configuration of communication outlets
- Confirm date of move with The Moving Company

Arrange Disconnection/Reconnection & Diversion

- Electricity

Communications:

- Telephone
- Fax
- Mobile Phones
- Pagers
- Mail Services
- Computer comms (routers/jet stream etc)
- Change faxes to display new number
- Organise for de-commissioning and recommissioning of all computers and associated electronic equipment

Notifications of Change of Address

- Companies offices
- IRD
- Motor vehicle registration (quote your LTSA number)
- Local government
- Insurance company
- Cleaners or gardeners
- Suppliers of financial and legal services, ie: accountants, solicitors, banks, finance houses, printers, brokers, credit card providers
- Suppliers of other materials and services, ie: press, public relations/media, couriers, freight services and travel agents

Just Prior to Your Move

- Confirm all final details of the move plan with The Moving Company and confirm value for insurance during transit
- Distribute written moving instructions to all staff in conjunction with The Moving Company representative (if appropriate)
- Label all effects in accordance with the new floor plan (labels supplied by The Moving Company)
- Reserve access areas such as parking meters, entrance way, loading docks, goods lifts, notify landlord in event of multi tenant building
- Confirm delivery of new equipment, furnishings, stationery etc
- Secure floor plan to each floor in your new premises to assist with correct placement of items and ensure The Moving Company has copies one week prior to move
- Finalise arrangements for access, keys and codes for The Moving Company staff
- Arrange for staff to visit the new site for pre-move familiarisation purposes
- Finalise start time on the day of your move
- Confirm items for storage or for distribution to other offices



**WORLDWIDE RELOCATIONS
AND STORAGE**

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