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 in planning 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 that will need amending, 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 decommissioning and recommissioning of all computers and associated electronic equipment

Notifications of Change of Address
☐ Companies Office
☐ IRD
☐ Motor vehicle registration (quote your LTSA number)
☐ Local government
☐ Insurance company
☐ Cleaners or gardeners
☐ Suppliers of financial and legal services, i.e. accountants, solicitors, banks, finance houses, printers, brokers, credit card providers
☐ Suppliers of other materials and services, i.e. 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