

OFFICE MOVE PLANNER CHECKLIST

The process of moving is often underestimated. As a result of our experience and customer feedback, we have created this Office Move Planner Checklist to assist you in preparing for 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 amendments
- ☐ Consider new building signage
- ☐ List all digital business channels that need to be updated i.e. website, social media channels, online directories
- ☐ Consider the security and access requirements for your new premises
- ☐ Send a notice to clients and suppliers etc. to advise your business is relocating, detailing changes such as: street address and postal 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 and / or gas
- ☐ Telephones / Fax (to display new number)
- ☐ Mobile Phones
- ☐ Mail Services
- ☐ Computer comms (routers / modems etc)
- ☐ Organise for de-commissioning and recommissioning of all computers and associated electronic equipment

Notify Your Change of Business Address

- ☐ Companies offices
- ☐ IRD
- ☐ Motor vehicle registration (quote your LTSA number)
- ☐ Local government
- ☐ Insurance company
- ☐ Cleaners and 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 Office 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



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