



OFFICE REMOVAL CHECKLIST

Proper planning ensures minimal loss in productivity and a seamless office moving experience.

TIME = MONEY

FIRST THINGS FIRST

Assign a project coordinator from your company. This person will liaise with **Good Moves** supervisors during the moving process.

Contact *Good Moves* and obtain a detailed quotation from one of our consultants. Inform the staff that the company will be moving and make sure that they are kept up to date with the moving process.

4–6 WEEKS PRIOR TO YOUR MOVE

- Confirm the following with your *Good Moves* consultant:**
- Which items need to be packed and wrapped by ***Good Moves***.
- Order cardboard boxes and other packing material, such as tape, bubble wrap, void fill, marker pens, cutting knives, fragile stickers and strapping materials, for DIY-packing.
- Your current (loading) address.
- Address of your new (unloading) office.
- Body corporate rules and vehicle restrictions at the loading and unloading address.
- Final inventory list of furniture to be moved.



Send a notice to your clients and suppliers informing them that you are relocating and inform them of your new contact information, including telephone numbers, postal address and physical address.

- Obtain a floor plan of the current and new offices.
- Create a proposed furniture orientation and office layout using the floor plans. Arrange the disconnection and reconnection of:
 - Computers
 - Printers
 - Telephones
 - Telephone lines
 - Electricity
 - Internet connections
 - Fax lines
 - Mail services
 - All electronic equipment
 - Alarm systems
- Inform your insurance company of the move and ensure your furniture is risk- insured.
- Inform the building body corporate at your current and new offices of the date and time of removal and moving.

2-3 WEEKS PRIOR TO YOUR MOVE

Confirm the following with *Good Moves*:

- Contact numbers and names of your company removal coordinators.
- Which items need to be packed and wrapped by the movers and which items by the office staff.
- Which items need to be dismantled and reassembled.
- Confirm the times and dates of the move, packing, dismantling and reassembling.
- Confirm when and how payment should be made.
- The final inventory.
- All vehicle restrictions and body corporate rules.
- Determine which departments need to be prioritised and the sequence of the move.
- Arrange all items on lease, eg. photocopiers, plants, vending machines, etc. to be moved by leasing company.





DIY-packing:

- Start packing cardboard boxes and sorting out your personal effects (only use high quality, double-wall moving boxes).
- Boxes containing fragile items must be clearly marked with a 'fragile' sticker. Label each box clearly and which room it belongs to. Write on the sides of the boxes as well.
- Ensure that all boxes are properly sealed – top and bottom.
- Take down paintings, mirrors, white boards, notice boards, etc. from the walls. Ensure that the new offices are cleaned before moving in. Also arrange cleaning services for the current offices.
- Ensure that all the electronic equipment, tables and chairs are cleaned before moving.

- If you are doing all the packing and wrapping yourself, start dismantling and wrapping the furniture.
- Arrange access and keys to the new offices.
- Send a final notice to all employees and make sure everybody knows what will be expected of them during the move.

- Make sure all items are removed from the cabinets, cupboards and drawers. Confirm that payment has been made to *Good Moves*, and if not arrange payment now.

1 DAY PRIOR TO THE MOVE

- The movers will start to do the packing, wrapping and dismantling today.**
- Assign a member of staff to show the movers exactly what has to be packed, wrapped and dismantled. This person will assist them with any queries throughout the day.
- Unplug and disconnect all electrical equipment.
- Check that everything is packed and wrapped and ready for moving.



ON THE DAY OF YOUR MOVE

Current Offices

- When *Good Moves* arrive, walk through the offices with the supervisor and make sure they know exactly what has to be moved.
- Before the truck leaves the premises, ensure that everything on your inventory is loaded onto the truck.
- Ensure all the windows are closed and doors are locked.

New Offices

- Make sure the movers know exactly where all the furniture needs to go.
- Make sure all pre-arranged items are reassembled, and that all cardboard boxes that need to be unpacked, are unpacked by the movers.
- Before *Good Moves* leaves the premises, ensure everything has been unloaded from the truck.
- Check that all the phone lines, computers, printers, internet, electricity, and any other utilities, are connected.

- Start unpacking and utilising your new offices!