



IN2 Space Interior Design  
And Project Management

# MOVING OFFICE? USE THIS OFFICE RELOCATION CHECKLIST

Call Us +61 3 9348 1999

The physical task of moving office requires a great deal of planning & attention to the many aspects that could disrupt the workflow of your staff & interfere with a smooth office move. No matter how meticulously you plan, it is inevitable that things do slip through the cracks, however you can be guaranteed that under-planning can spell disaster & have you chasing your tail.

Some aspects & facilities in the new space need to be considered to ensure the integrity of the move is maintained.

This checklist is here to assist you (the project leader for your office move) to account for as many aspects as possible so you can streamline the process & minimise errors.

## Schedule

- Scheduling & Planning is a sure way of maximising your time & resources.
- Prepare a schedule of items to consider including milestone dates & personnel responsibilities. Ensure personnel have a list and deadlines and are comfortable with their tasks

Notes

## Update

Use this opportunity to review contracts, re-negotiate/switch suppliers or simply inform them of your new details

- Service agreements
- Licenses
- Insurances
- Registrations
- Equipment leases

Notes

## 1 Need Help?

In2 Space can assist you to relocate with our end to end design service. We are specialists in office fitouts & interior workspace design. Ph: 03 9348 1999



Call Us +61 3 9348 1999 to discuss your new office design

### Information Technology Services

Notes

Your IT is the brains behind & the communication for your organisation so plan thoroughly to ensure a smooth, problem-free transfer.

- Consider the Procedure and schedule for transporting computers & hardware.
- Prepare decommissioning & commissioning procedure of equipment.
- Consider Computer room air-conditioning- warning & monitoring system in new space.
- Communications cabling & patching up to date floor plan.
- Arrange new telephone system or relocation of existing.
- Arrange New telephone system training -when & who
- Organise new telephone numbers or relocation of existing.
- Maintain the old telephone number for an interim period after the move.
- Organise redirection for period of time after move.
- Consider recorded message for redirection
- On ramp, ISDN services & cable /ADSL/NBN connections arrange for relocation or new..
- Contact List: for Computer, telephone & data contractor/consultant.
- Obtain after Hrs & Emergency contact details in case they are required during the move.
- Arrange Communications and Telephone contractors to be on site or on standby for the morning of the first day in the new premises

### Security/Alarm

Notes

- Provide staff with access to the new premises, ensure the new premises is security monitored at the time you move across
- Set up access codes for individuals/ groups & or integrate swipe card System to be outside monitored – Monitoring firm Contracted
- Set up Passwords & key company personnel responsible for being contacted after hrs





Call Us +61 3 9348 1999 to discuss your new office design

### Stationery

#### Notes

- Contact details on all company stationery, email footers, website and paperwork to be amended
- Post and email out notification to clients and suppliers. Ensure staff know the changes and action them

### General Business

#### Notes

- Evacuation Plan & Training
- Consider ordering Spring water or filtered kitchen water or redirect existing water delivery.
- Plumbed Chilled & filtered water and instant Boiling hot water taps in
- Kitchen- explore cost & viability
- Toilet sanitary- Contract new or redirect existing. Ensure toiletries are at both old office and new during the move
- Feature floor protection if required - whilst moving into new premises.
- Organise cleaner for first thing after move.
- Redirection Of mail
- Prepare emergency contingency plan for phone contact in new premises if telephone system fails. Eg- mobile phone system.
- Organise new plants or redirect existing for new office
- Art work -installation on walls.- Organise new or reuse ex.
- Daily Newspaper delivery – arrange with local agency or redirect existing.
- Organise photocopier move by Service Company - to enable maintenance of warranty.

### Advertising

#### Notes

- Contact details on all company electronic advertising and paper based advertising to be amended.
- Advise white / Yellow pages
- Advise industry magazine publications & others if any
- Arrange with your Web Company to change contact details on all on-line sites where your business is listed



Call Us +61 3 9348 1999 to discuss your new office design

### Utilities

- Ensure the new premises has Utilities changed over to the new ownership well in advance of move.
- Utility companies make application / notification to change name into new tenant for building services. Eg Electricity, Gas, Water etc

Notes

### Relocation

- Secure yourself a reputable, efficient & well organized company to undertake the move as their experience & assistance will be imperative to a successful move.
- Decide if you are going to sell your existing office furniture. Depending on the age & condition of the existing furniture that you are looking at selling, you may find no joy in trying to sell the items to a furniture company as they may charge you to take it away if it has little resale value. Consider selling it to staff or nearby offices at a reduced rate, who will need to take it away themselves.
- Organise removalist - Tender works
- Consider removalist insurance (some offer it with the service)
- Identify items & furniture for relocation - both in office & all other areas.
- Relocation Floor plan prepared complete with furniture placement & numbering system.
- Identify Relocation of built in furniture- organise pull down & install at new site
- Prepare schedule showing days & times for packing & shutdown of existing premises & relocation & unpacking to new premises.
- Identify down times to IT, Telephone & etc
- Identify key personnel for packing of general areas.- Set roster to achieve targets.
- Relocation of computer equipment, monitors etc - identify who
- Identify personnel to set up employee computers & printers prior to start of work day
- Empty out, shred & packing of filing & compactus system if required - who & when. Consider low cost temp staff for this.
- Arrange service company to Move office equipment under service contracts- EG photocopiers, printers, faxes etc. Check to see if relocation & moving by others nullifies contract.
- Explore cost for service firm to relocate
- Designate area for dumping of redundant material prior to the move
- Organise rubbish Skip and manual labour to dump material.

Notes



Call Us +61 3 9348 1999 to discuss your new office design

### Cleaners

- Contact management/ obtain the building cleaners contact details.
- Contract new company, employ existing building cleaner or inform your existing cleaner your change of details.
- Arrange access into building for cleaner- either key, pass key or access code.

Notes

### 'Make Good' Work to Existing Premises After Relocation

- Carefully check your existing premises lease documentation for scope of 'make good' works as the wording is often ambiguous & may take some time to finalise the requirement.
- Ensure adequate time to negotiate the works to meet your contracted exit dates.
- Identify scope of works required from lease documents - Contact owner to discuss
- Arrange 'make good' works to be undertaken
- Removal of external Signage & other inclusions including make good

Notes

### Extra Notes

Add anything additional and prioritise

---



---



---



---



---