

## Guide To Moving an Office

### Six weeks to moving day:

- Measure your new office space ready for your new furniture design and layouts!

### Four weeks to moving day:

- If your management company does not take care of the security, arrange for a security company to survey your new office.
- Ask your furniture suppliers if they offer advice on layout and design to make the best use of your space.
- If you need to, order new furniture to suit the new space and ensure it will be delivered the week before the move.
- Contact a removals company and get quotes – don't always book the cheapest; check their credentials, experience and the types of service they offer.
- Arrange your new electronics and phone lines. Your existing IT support should be able to help you with the technical aspect of the move, but a reputable removals company will have specialists for this. The fewer people who are about on moving day, the smoother it will go!

### Three weeks to moving day:

- As with moving house, make sure you inform all your existing suppliers that you are moving out, so cancel, or move, everything from your daily milk deliveries to your cleaners and maintenance engineers!
- Order your new stationary with the new business address, and organise the change of address notifications so they are ready to send.

### Two weeks to moving day:

- While the office is still empty, have all your broadband and phone lines put in.
- Set up forwarding telephone numbers, unless you can transfer your phone numbers with your telephone providers.
- Set up a postal redirect ready for the move date and send out your change of address notifications.
- Make sure you have all the essentials in place and check the kitchen and bathroom facilities are all working.

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- If for any reason there is a delay between your moving out and moving in dates, arrange for external storage of your desks, files and IT equipment.

### One week before move:

- Have your removals company supply and deliver your moving boxes – many companies offer a packing service for you, so your employees can continue working for as long as possible.
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- Ensure any large pieces of storage furniture are set up so they can be used straight away.
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- Have your IT company set up all the necessary servers, cables and wiring.
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- Make sure that all your furniture is delivered and arrange for your movers to set it all up.
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- Ask your cleaners to do a final clean of the old office to be sure you leave it in a good condition for your landlord.

### Moving day:

- We know that being in charge of an office move can be stressful and nerve-racking – after all there is a lot at stake – but if you follow this guide and plan everything meticulously, come moving day you should be able to relax a little! Leave your move in the safe and capable hands of your removals company.