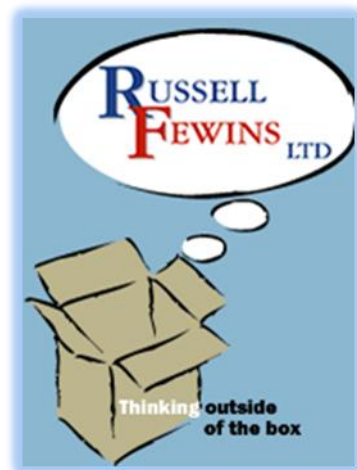


Office Move Checklist



Organising a company relocation or office move is quite likely to be more complicated and pressurised than moving your home and family. You may not have control over many aspects in an office move. You will almost certainly have to adhere to prescribed company guidelines.

Russell Fewins would recommend that you ideally give yourself 3 months to prepare for an office move. Below are some simple guidelines to help your office move go more smoothly.

Alternatively Russell Fewins are able to provide you with **move management** support.

Preparation for the Office Move

Plan to succeed or don't plan and fail. The most important part of a company relocation is to take the time to plan effectively. The business objective will be to move as quickly and efficiently as possible. In essence, a business is there to make money and if it is not up and running, but instead moving, then the company is not achieving its primary goal.

One way to make the office move efficient is to minimise the amount of time that the office move takes. To save time:

1. Ensure that you familiarise yourself with your new location and offices and fully understand exactly the dimensions of the new rooms
2. Record the differences in shapes and formats of the rooms or any new furniture you may have purchased.
3. Make sure your old or new desks, chairs, filing cabinets, etc. can be accommodated
4. Ensure everyone involved knows their new dimensions. Create a floor plan before the office move - including, by floor, location of staff, furniture, plants and whatever else you are bringing to your new office
5. Make sure that every employee receives a copy of the plan and that you post them on the office wall on moving day – by being organised beforehand the office move will reduce staff stress and for those carrying out the move.

Communication during an office move

Communication is key when it comes to a successful corporate relocation. It's important that everyone (staff, landlords, commercial movers, renters, etc) is aware of every detail. They need to know and understand the details of the office move plan before the event. It is important to keep the number of concerns and questions to a minimum.

The office movers need to be given clear instructions where each piece of furniture needs to be positioned. Coloured labels located in a highly visible position can be used to indicate perhaps which floor or area or a building a particular desk needs to go, for example. The easier and more understandable you make the office move to the mover, the quicker the move will be and the more efficient it will be.

The Role of The Supervisor during an office move

The Supervisor needs to ensure staff follow the instructions during the office move. We suggest that you create an official Office Moving Guide and make sure that every member of staff receives one.

The sign of success is that staff will be able to function properly in their new office immediately after arriving at work.

Employees Responsibilities during an office move

Staff will be responsible for their own packing of certain items before the actual move. Simply follow the instructions in the Office Moving Guide. They will be of assistance to you, not only before the move, but when you unpack in the new office.

Loose Items during an office move

Items inside of bookcases, shelves, desks, wall units, or cupboards should be packed securely in crates. Filing cabinets may not need to be emptied provided they move on the same level or via a lift – they may need to be locked or securely fastened with heavy packaging tape.

Personal Items and Belongings

The mover is not responsible for personal possessions, which we recommend that you remove for your own protection.

Preparing Desks for an office move

You need to ensure that all of the contents are packed - including current working documentation, letter trays, books and ancillary items. Items such as paper clips, pencils and all other loose materials should be placed in envelopes and then packed away in a crate. Glass should be protected with paper or other packing material.

Russell Fewins are able to offer a full packing service.

Storage Cabinets

Ensure that you pack all contents in crates in time for the office move. Highlight "**Do Not Move**" Items. If it is important that items are not to be removed or if equipment and furniture are to be sent to waste or recycled, ensure to mark them with "**Do Not Move**" labels. This will ensure that the movers do not move any items unnecessarily which in turn will eliminate any unnecessary cost.

Disposal of rubbish before the office move

Make sure that any rubbish is disposed of before the day. Russell Fewins are able to offer a recycling service.

Russell Fewins can also offer a recycling service for furniture, IT equipment and confidential waste.

Lift Access to Floors above ground level

If the office move means removals from floors above ground level, ensure that all lifts are operable and have the appropriate lift protection.

Moving Electrical Machines

If technologically important machinery needs to be moved then ensure that it is in a fit state to be moved. Some machines need to be handled certain ways. If you are renting any of this equipment, ensure you notify your rental company before the day of the office move. Disconnect and dismantle computer equipment as specified.

If staff are involved in this ensure that they are trained to do it properly. If required remove all fluids from photocopiers. Make sure loose items are stored and labelled correctly. It is recommended that vending machines are emptied.

Summary Office Move Checklist

- ✓ Desk empty?
- ✓ Supply cabinets cleared?
- ✓ File cabinets cleared?
- ✓ File drawers locked and cleared if required?
- ✓ Wall items taken down?
- ✓ Breakable items properly packed?
- ✓ Computers and other machines disconnected?
- ✓ Do Not Move" tags placed?
- ✓ Liquids drained from equipment?
- ✓ Desk pads and chair pads labelled?

- ✓ Have a set of spare keys available.
- ✓ Make sure that your Internet connection is ready to go and that the phones and fax machines are working. The sooner you get back to work, the sooner you can continue working and making money.
- ✓ Make sure the electricity works.
- ✓ Make sure the bathrooms work.

**Visit www.russell-fewins.com
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