

THE ULTIMATE OFFICE RELOCATION CHECKLIST

OFFICE REMOVALS SYDNEY

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Every **office move** is unique and will require different decisions made and tasks completed depending on the nature of the business and the size and scale of the move. However, the one thing they all have in common is the necessity for meticulous planning so we have compiled a list of the most common tasks, covering before, during and after your office move, so that you can customise your own list.

SPACE PLANNING

- Obtain or create a floor plan of your current office layout and a blueprint of your new office location and draft a possible office layout, including furniture orientation and shared office equipment, for your new premises
- Obtain approval for new layout
- Determine PC and printer locations
- Identify analogue and data lines and jack locations on the floor plan
- Identify the network cabling for modular furniture
- Obtain quotes for any work that is required based on current plans
- Begin compiling costs for move budget
- Evaluate new location to determine if there are any special limitations for movers
- Assign each new office space an identification number

TEAMS

- Establish a Computer Team, responsible for all aspects of PC moves
- Establish a Testing Team, responsible for testing all work stations post-move
- Establish a Data Team, responsible for ensuring all data is backed up
- Establish a Printer Team, responsible for installing and configuring all printers
- Establish a Network Team, responsible for all network equipment including testing
- Establish an Employee Team, responsible for communicating to employees and ensure all employee-related issues are handled during the move
- Establish a Contractor Liaison, responsible for communicating with all contractors
- Review all layout plans and jack locations for equipment with team leaders and create an outline for each team

LABELLING

- Establish a labelling system to distinguish between analog lines and digital phone lines and label each wire with the location to which it will be moved in the new layout
- Label all computer equipment and boxes with the identification number assigned to the space it has been designated
- Colour code labels for items belonging to different common areas
- Indicate the colour of each area on the building layout diagram you have created
- Communicate the colour coding system and distribute copies of the layout with your office removalists and all teams

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WIRING / PHONE / INTERNET

- Identify the server room at the new location and label it on the floor plan
- Confirm minimum requirements for server room are met
- Schedule wiring according to project timeline and secure outside consultant if required
- Identify cost and time constraints for wiring work
- Use layout of desks to estimate cable length requirements
- Test all back-up batteries for phone switches and servers and take inventory of all items
- Schedule a telephone and Internet disconnection date at your current premises and reconnection date at your new offices with your telephone service providers.
- If you are planning a new ISP, identify any changes to the company website that may be required

CLEANING

- Clean all electronic items prior to the move
- Clean all office furniture prior to the move
- Clean all wall hangings and artwork prior to the move
- Clean all office kitchen items prior to the move

EQUIPMENT

- Take a complete inventory of all existing equipment
- Determine what will be moved to the new office and what should be sold or donated
- Identify any new equipment that may be required
- Have a physical backup for all servers and retain 2 copies in 2 separate locations
- Have spare cables and other parts on hand during the move
- Test all items of equipment once they are re-installed

MEETINGS AND COMMUNICATION

- Create a contact list for move day, including all key staff members and contractors involved with the move and distribute to everyone who needs it
- Ensure at least 1 member of staff is on site at the new offices for deliveries or contractor access
- Reconfirm move date with all contractors at least 1 month prior to the move and again 1 week prior to the move.
- Hold regular team meetings to confirm time lines are being met and roles and responsibilities understood, and ensure everyone knows who to call if there is a problem.
- Update all important information with office security systems and providers.
- Have all staff members back up their files to the network or to disks before the move.

