

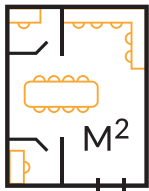
Key considerations before your office move



Formulate a team of employees who will act as the key contacts throughout the relocation – ideally, one from each major department



Make an inventory of furniture that you'll be taking and any items you'll need to source



Floor plans to scale? Ensure the office layout is to expectation and includes a configuration plan for IT and electrical equipment. It's important to label all furniture to match the new floor plan



Inform your mover of realistic timescales to ensure minimal downtime



List everyone you need to inform about the move – customers, suppliers and utility companies. Don't forget to update your website, business cards, etc., with your new contact details too!



Consider any health and safety requirements



IT and electrical equipment – who will be disconnecting and reconnecting? Are there any server blocks that need to be removed? Have you tested the Wi-Fi/internet connection at the delivery address?



Photocopiers, plotters and large safes – will they be moved by the removals company or are they on lease/hire?



Ensure there is good access for loading/unloading HGV vehicle(s) at the old and new building



Check the security systems and alarms



Have you got all your moving accessories ready?



Make sure tea/coffee and biscuits are available – the removals team will be very appreciative!