

10 TOP TIPS FOR YOUR SMALL OFFICE MOVE

Squab Removals provides commercial removals services for small and mid-sized office moves in Leamington Spa, Warwick, Kenilworth, Coventry, Stratford-upon-Avon, Solihull, Daventry, Northampton and all the surrounding areas. Here, we share our 10 top tips for your small office move:

1. Do your research to find the right removals company

It is worth spending some time to research removals companies. Not all will have the experience, or the capability to conduct office moves. Find out if they have specialist skills and office moving equipment, and ask for references. We always recommend choosing a local removals company certified with British quality Standards (BS Standards) and one that is a BAR member (British Association of Removers)

2. Don't be driven purely by price

Don't let your decision be driven by the 'lowest price' – it could be more costly to your business in the end! Give as much as advance notice as you can to your chosen removals company to allow for strategic planning.

3. Create a Moving Plan

Developing a moving plan will help your move to go smoothly. Creating a timeline, assigning actions with clearly defined completion dates and responsibilities to your team, is recommended. Breakdown the preparations to departmental level. Ensure everyone is clear about what will happen in their workspace prior to the move, as well as during and after the move. Assign individual responsibilities too, to help manage the process. Prepare this as soon as you can, as the more time you have to plan for your move, the more efficient it will be. Distribute this to all employees so everyone is informed. Good communication and planning is the key to hassle-free office moves.

4. Time your move for minimum interruption to your business

This will vary from company to company but obviously it makes good commercial sense to carry out the move outside of your normal business hours to minimise disruption and avoid potentially costly 'down-time'. Make contingency plans where

possible. For example, Squab regularly carries out office moves over a weekend period.

5. Give advance notice to customers and suppliers

You should always formally notify your customers, suppliers and any other business partners that you will be moving. This should include the date of the move and the contact details for your new office address.

6. Involve your service suppliers

Liaise with service suppliers regarding any disconnections at your current premises, and installations required at your new office address. These typically include telephone, fax, IT and internet, photocopiers, post, etc. Book these services well in advance.

7. Have a plan for your new office layout

By understanding the space available in your new offices and having a clear plan for where people and equipment will be based, will help the moving-in process. Take measurements and create a blueprint map.

8. Advise of any access issues

Also take into consideration the access for loading/unloading. Ascertain how much parking space there will be, both for staff and removals vehicles. Advise your removals company of any potential access issues. Squab has different sized vehicles in its fleet to cope with most types of access/move. Also, notify residents or other businesses of any potential inconvenience or disruption while loading/unloading.

9. Assess whether you will need any offsite office storage

There is a good time to evaluate whether any offsite storage facilities will be required, either on a short or long-term basis. Many removals companies, such as Squab, also provide a range of commercial storage options.

10. Plan your packing

Start packing as far in advance as possible. Your moving plan should have included responsibilities for packing so everyone in your team understands their own individual packing tasks. Staff should pack away their own personal items. It is not normally essential to empty filing cabinets, but try to lock them if possible. Label furniture and equipment as to where it needs to go in your new office premises. Some equipment will need specialist packing/transit. Your removals company should be able to provide you with any packing materials you require. Always have access to any items you need on a day-to-day basis. Many removals companies also offer professional packing services and this can be a great help in taking the hassle out of moving office. Squab provides both removals and professional packing services, as well as supplying boxes, tape and other packing materials.

Remember, your removals company should be there to help you through every phase from planning to delivery of your office move. Call Squab for further details about our commercial moving services in the Midlands. Headquartered in Warwickshire, we are experienced removals specialists carrying out office moves in the UK, Europe and to international destinations.