



OFFICE RELOCATION COUNTDOWN CHECKLIST

EIGHT WEEKS BEFORE:

- Design furniture layout for private offices and common areas
 - Confirm delivery dates
 - Engage with potential removal companies
 - Select move team/department coordinator
 - Begin devising seating plan onto new furniture layout
 - Analyse office location commute time data
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SIX WEEKS BEFORE:

- Meet with team coordinators and assign responsibilities
- Identify insurance requirements for the move weekend
- Obtain insurance certificate from moving company
- Confirm and assign new telephone numbers and extensions.
- Notify your insurance carrier of relocation
- Issue insurance certificate to new Landlord

- Order new services, eg. Cleaners, milk delivery
 - Award contract to removals company
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FOUR WEEKS BEFORE:

- Remind employees about the move date and communicate clear instructions regarding their responsibilities.
 - Notify vendors of the move and rearrange deliveries e.g. milk, water & stationary.
 - Notify the post office of your change of address
 - Order new business cards, marketing materials with the new address
 - Confirm the date with movers
 - Arrange parking for the move as required
 - Confirm the new office seating plan
 - Confirm new locations for office equipment
 - Confirm a naming/ numbering convention for labeling.
 - Finalize your new office map and add names/ codes.
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THREE WEEKS BEFORE:

- Provide instructions to employees reminding them of the move date and of their responsibilities
- Provide extra recycling bins
- Provide packing materials
- Update address listed on the website.
- Write a web communication to let visitors to your site know you are moving

ONE WEEK BEFORE:

- Distribute boxes and labels
 - Distribute ID card for the new office
 - Communicate clear instructions about how you expect boxes to be packed and labelled
 - Prepare an emergency contact list for the move
 - Train employees in any new processes/ equipment that will be used at the new office
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ONE DAY BEFORE:

- Add clear labels to boxes and equipment
 - Add labels to new desks that clearly correlate to boxes
 - Confirm all vendors associated with the move
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SETTLING IN

Even small changes at work can make people feel uneasy. It's important that your employees know this is not only the start of something new, but also something better.

- Organize inductions to the new office space
- Hang artwork and noticeboards
- Remove any rubbish and materials associated with the move
- Arrange an office warming party/ celebration
- Recognize key people for their contribution to the move

Created by TravelTime platform, relocation commute time analysis specialists. For advice on calculating staff commute times call [+44\(0\)207 096 1473](tel:+44(0)207 096 1473) or email Louisa@igeolise.com for pricing information.