

Finding premises

- Good access to public transport?
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- Is the space large enough to fit your current team and cater for future growth?
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- Can the premises be accessed with a wheelchair or other mobility equipment?
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- Does the space allow for your desired layout/fit-out?
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- Is there parking available for your staff?
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- Close to shops and lunch spots?
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- Have you met and asked the other tenants about the building?
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Finding movers

- Project management of the move?
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- Supply packing materials?
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- Offer packing assistance?
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- Connection and setup help?
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- Will the move be insured (damage to equipment, doorways etc)?
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Packing & Prep

- Take an inventory of everything and capture it in a spreadsheet
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- Fragile items bubble wrapped and placed in smaller boxes
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- Unboxable items covered with soft packing material
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- New, sturdy boxes of all sizes for packing
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- Sharp edged items covered (picture frames, table edges)
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- Unwanted items discarded, recycled or sold
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- Advised all customers, vendors and contacts of the new address
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- Confirmed move date and access needs with the landlord of new office
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Move day checklist

Start time confirmed with movers and staff?

Old and new offices unlocked and open access for moving

New office space checked for any damage or issues before the first load arrives

Picked up the rental truck if applicable

All moving vehicles have a full tank of fuel

Lunch arranged (when/where/what)

Review floor plan as furniture arrives (any changes required?)

All boxes unpacked?

Check both old and new premises for property damage during move

Post move checklist

Clean old premises

Power connected?

Phone connected?

Computers and WiFi operational

Check alarm is working and all doors are locked before leaving

Looking for more guidance around your office move?

Check out Powershop's guide to [Moving Office Space](#) - Need to knows to help prepare for the shift