

Business Relocation Checklist

5 to 6 months prior to moving:

- Create a **checklist** of all activities to be completed **ON THE DAY**
- Appoint a project manager**
- Create a **budget** for the move
- Agree on the **move date**
- Advise employees
- Apply for any **permits** required
- Order new telephone/fax numbers** or arrange for transfer of numbers

Three to Four Months Prior

- Contact [Auckland Wide Removals](#) to discuss the move
- Signage** — order new signs or arrange for transfer
- Commercial cleaning** — talk to your cleaner or find a new one
- Change of Address** labels — order
- Create new design** the office layout
- New equipment and furniture** — place order

Two to Three Months Prior

- Evaluate phone system** and upgrade if needed
- Order **extra phone lines?**
- Evaluate **new server room**
- Order **new internet connection**
- Assign the new office space
- Confirm with [Auckland Wide Removals](#) for equipment to be moved

One to Two Months Prior

- Dispose of any **surplus materials**
- Advise customers and suppliers** of the new address & occupancy date
- Update website** address & contact details
- Arrange for insurance** at new office
- Setup **security**
- Order **new keys** and **access cards**
- Discuss move with **vending machine** suppliers
- Arrange for **coffee service**
- Order **new stationary**
- Confirm **new office space plan with employees**
- Utilities** — Arrange for transfer

A Week before move

- Inventory computer equipment**
- Label and inventory the furniture**
- If **storage** is required talk to [Auckland Wide Removals](#)
- Assemble moving supplies**
- Pack items and place** in common area
- Arrange the **new furniture installed**
- Have **phone system** installed
- Arrange for **phone numbers and extensions**
- Confirm **utilities transfer**
- Arrange change of address service with post office
- Change **address details** with **companies office**
- Decide **what staff you want** for shift & consult with them re duties
- Cleaning of old premises** — arrange with cleaners

Moving Week

- Provide staff with map of new location
- Ask staff to pack their desks and personal items
- Label all items
- Back up computers
- Disassemble furniture for moving or talk to [Auckland Wide Removals](#)
- Defer or avoid important interviews or meetings
- Advise clients and suppliers of availability
- Distribute new keys and swipe cards to staff
- Clean and defrost fridge
- Inspect the new space
- Reserve any loading docks and the freight elevator for move day
- Give staff not assisting with the move the day off
- Collect old keys and swipe cards from the staff
- Arrange for refreshments and food for the staff and movers
- Post signs to help movers find the new office space
- Protect the floors from traffic
- Move any plants to their new location
- Clear everything from old office
- Have a 'lost and found' location
- Hang up artwork
- Arrange a welcome breakfast for employees on their first day back