

Office Moving Checklist

Stage 1: Organisation

- Set a moving day
- Make an inventory check and create spread sheets
- Assign tasks and appoint responsible personnel from each department and division

Stage 2: Prepare the new place

- Pay utilities and set them running
- Do the necessary wiring for IT and communication
- Lay down carpeting and make repairs if necessary
- Hire a cleaning company
- Deal with security concerns - hire guards, set a security system, program the access controllers, etc.

Stage 3: Prep, move and set up IT

- Make backups of servers and/or individual accounts
- Take pictures of the wiring, label all cables and make sure you know what goes where
- Pack the machines in IT boxes and crates
- Move everything to the new place
- Unpack everything in order of packing or by following the numbers on the boxes
- Hook the servers and get the machines running again
- Test the systems to see if all is good

Stage 4: Pack, Move and Arrange paper archives

- Sort and place documents in boxes
- Label each crate - number, contents, security/importance status if applicable
- Transport the boxes to the new place
- Organise the storage room and arrange documents
- Test security and CCTV systems

Stage 5: Prep, move and set up Furniture

- Pack individual workstations separately and label the boxes
- Disassemble and pack big furniture pieces
- Move everything to the new place
- Assemble furniture and set individual work places
- Make additional IT connections to each workstation and test accounts
- Do a final test of the IT and communication system

Stage 6: Final tasks

- Set up kitchen and leisure areas
- Put plants and decoration
- Set up accounts and program keycards for all employees
- Test the security system
- Unpack and arrange stationary and desk content

Stage 7: Time to relax

- Organise an office party



If you need help with your office removal don't hesitate to call **Top Removals** at **0200 046 7877**.
With our **pristine moving services** we will make your relocation **smooth and stress-free!**

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