



ASHINGTON

REMOVALS & STORAGE

Companies move office every 7 years on average and most of the people who are tasked with the responsibility of managing the move are handling it for the first time. Planning is the first key step to take. While the whole process may be daunting, as with any process it can be viewed as a logical series of essentially simple tasks, checklists and procedures. Adopting this strategy can save companies hours of preparation time and allow managers to understand and appreciate what the costs are in moving an office and produce actionable budgets.

- With the floor plan for your new location, work out at which desk each person will sit.
- Assign each desk a number. It's easiest to sequentially number the desks. Also alter the number pattern per department. For example, if all your Marketing people sit in one area, assign their desks numbers 100 to 150, your IT Team 200 to 220, Customer Service 300 to 340, and so on. It makes items and areas more easily identifiable.
- Match your numbered floor plan with the staff members who will be assigned that desk/office.
- Name communal spaces
- Work with IT to ensure all data and power needs are ready (or will be ready) for moving day.
- Confirm that you have all details to access the building and that there will be parking available for our team.
- Send them copies in advance of your numbered floor plan so that our team understand the layout ahead of time.
- Tell staff members to number all boxes, computer screens, hard drives and furniture. Ideally, each item type should be labelled in the same spot (base of the computer screen, top of hard drive, etc).
- Filing cabinets should be emptied and locked or taped closed for easy removal.
- All keyboards, cables, phones etc should be placed in plastic bags and labelled with their allocated number.
- Laptops, iPads and any other valuable/personal items should be taken home rather than packed.
- Items for shared areas such as kitchens or utilities rooms should be labelled in the same way they are on your floor plan.

During The Move

- Depending on the size of the move you may need to arrange to have company representatives at both locations; if there's more than one removal vehicle working, someone needs to be at the new location to meet the first one that arrives while someone stays at the old location until the last of the removal team have completed their work.
- Wait until everything has been moved in before trying to connect phones and computers. This usually means waiting until the day after the move. You should aim to have all computers connected before staff return to work again.
- Before staff return, do a quick check to see that the boxes and items on peoples' desks correspond with their allocated number.
- Check the building is safe for people to enter, that any rubbish has been removed and walkways are clear.
- Spot-check all facilities – make sure power, toilets, fridges etc are working.