



PLANNING

- Timeline:** Determine your moving date and create a detailed timeline leading up to it.
- Budget:** Establish a moving budget, including costs for removal services, packing materials etc.
- Moving Committee:** Form a committee or designate a project manager to oversee the relocation.
- Removal Services:** Research and obtain quotes from reputable removal companies.
- Inventory:** Conduct a thorough inventory of all items to determine what to keep, donate, dispose of*
- Plan:** Create floor plan of the new premises and decide what will go where.

PACKING

- Packing Supplies:** Purchase or acquire packing materials like boxes, bubble wrap, tape, and markers.
- Packing Strategy:** Pack items room by room, keeping similar items together and labelling boxes clearly.
- Sensitive Items:** Use special packaging for delicate equipment and confidential documents.

COMMUNICATION

- Employees:** Inform employees about the moving date, new location, and any changes in operations.
- Clients & Suppliers:** Notify clients, suppliers, and partners about the move with new address details.
- Post Redirect:** Arrange for mail redirection with the Royal Mail or other relevant postal services.

IT & TECHNOLOGY

- Backup Data:** Ensure all digital data is backed up securely before disconnecting IT systems.
- IT Relocation:** Coordinate with IT specialists or your IT department to move servers etc. safely.
- Internet & Phone:** Schedule the transfer/installation of internet, phone lines and other essential services.

MOVING DAY

- Supervision:** Have a designated person/team oversee the removal to ensure everything goes smoothly.
- Essentials Box:** Pack a box with essential items for immediate use at the new premises.
- Final Checks:** Conduct a final walkthrough of the old premises to ensure nothing is left behind.

POST MOVE

- Unpacking:** Prioritise unpacking based on immediate needs such as setting up workstations and connecting IT equipment.
- Updates:** Update company details on website, business cards, and marketing materials with the new address and contact information.
- Feedback:** Continuously gather feedback and make adjustments as needed to ensure a smooth transition and optimal working environment.