

# Office Relocation

## Planning & Preparation Checklist

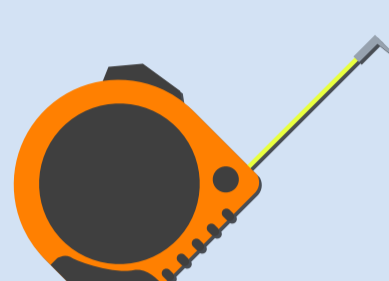
Whether you are moving to larger premises to accommodate your growing business or moving to new location to boost your sales, there are a lot of things to consider when relocating your office. Relocating an office can be a challenging task at the best of times! Planning and preparation can be an absolute nightmare, especially when you are trying to continue the day to day operations of your business right up until the day of your move. Below are a few tips to help your relocation go smoothly.

### Planning



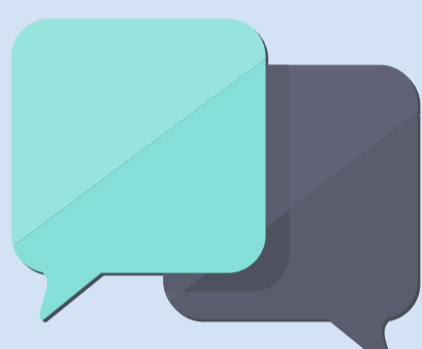
#### Lock in a time frame for your move.

When are you going to move and how long will it take?



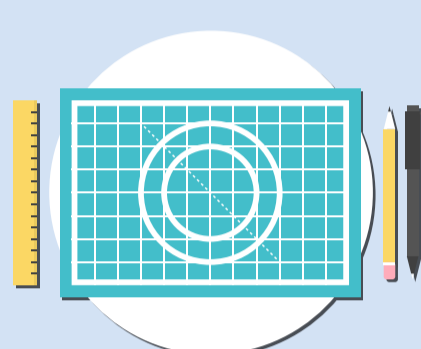
#### Measure your new premises.

Is all of your equipment going to fit into your new space?



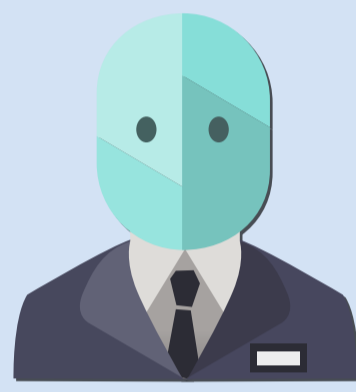
#### Notify customers and suppliers of the move.

Do your customers and suppliers know that you may be not operating as usual during the move?



#### Decide on a furniture layout.

Where will everything be placed in your new office?



#### Delegate duties to staff.

Who will be doing what during the move?

### Preparing



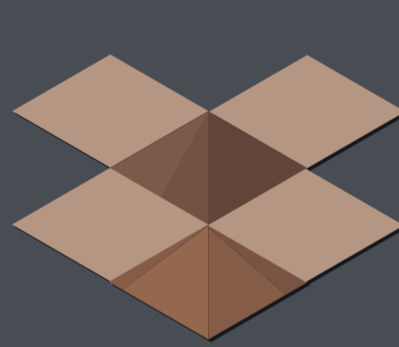
#### Remove any clutter.

Will you really need it at your new office? If the answer is no, throw it out.



#### Create an inventory of everything that is to be moved.

Do you know how many desks, computer monitors etc. you have to move?



#### Obtain packing materials.

Do you have all of the boxes, tape, bubble wrap etc. that you will need for the move?



#### Pack and Label.

Is everything correctly packed and labelled for easy removal?

### Checklist

#### Planning

- Move date
- Measure New Space
- Furniture Layout
- Notify Clients and Suppliers
- Delegate Staff

#### Preparation

- Remove Clutter
- Get packing materials
- Inventory
- Pack and Label
- Organise Freight

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