

Office Relocation Checklist: 2024-2025

An extensive office relocation checklist
to ensure minimal downtime



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An office move requires thorough organisation and planning for a smooth transition. Our extensive relocation checklist ensures a quick and productive setup in your new workspace.

Office Relocation Checklist Essentials



Consider Your Timelines:

Ensure you have a clear understanding of your moving timeline, including key dates for packing, moving, and unpacking, to minimise disruptions to your operations.



Employees:

Communicate effectively with your employees about the upcoming move, providing them with necessary information and support to ensure a smooth transition and maintain morale.



Current Workspace:

Assess the current workspace for any items that need to be disposed of, packed, or transferred to the new office, ensuring nothing essential is left behind.



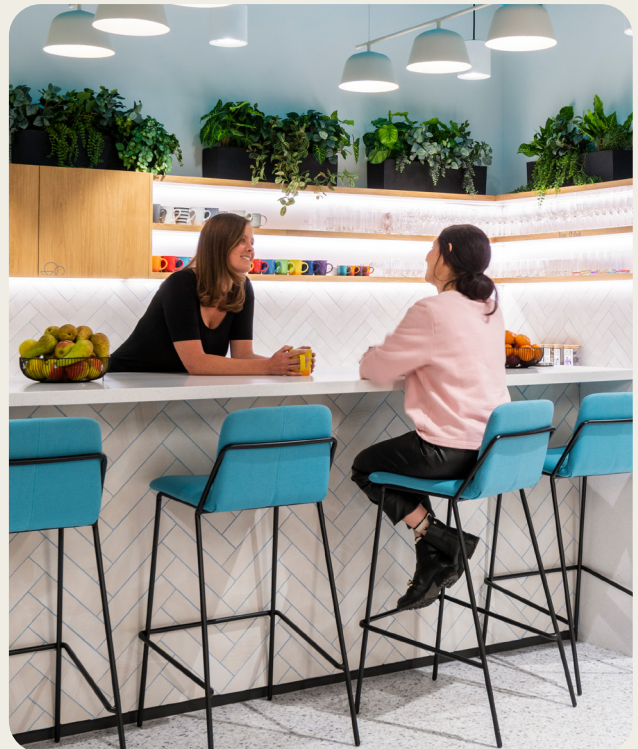
New Office:

Thoroughly inspect the new office space to identify any necessary repairs, renovations, or installations to be completed before moving in, ensuring it meets your company's needs and standards.



Organisation:

Develop a detailed plan for packing, labelling, and unpacking items in the new office. Ensure that everything is organised and easily accessible during and after the move.



6-12 Months Before Your Move	Status
Review your current lease. Make sure you understand the terms of your lease and when it expires. You may need to give your landlord notice of your move well in advance.	
Designate an in-office moving team. This team will coordinate the move and oversee the packing and unpacking of your belongings.	
Make a decommissioning plan. This plan should outline how and when you will disconnect and remove your office equipment and furniture from your current space.	
Set a budget. Moving can be expensive, so setting a budget early on is essential. Be sure to factor in the cost of hiring a moving company, truck rental, packing materials, and other expenses.	
Decide on the level of moving insurance. Moving companies typically offer different levels of insurance. Choose a level that is appropriate for your needs and budget.	
Start researching office relocation/moving companies . Get quotes from at least three different moving companies before making a decision. When comparing moving quotes, consider the cost of services, the company's reputation, and the level of insurance offered.	

3-6 Months Before Your Move	Status
Choose a moving date. When choosing a moving date, remember your budget, your company's schedule, and moving companies' availability.	
Notify your employees of the move. Communication through change management is key in keeping people informed of what to expect and stay excited about the move.	
Start packing. Begin packing non-essential items first, such as seasonal decorations and office supplies.	
Order, or better yet, find existing, moving supplies. This includes boxes, packing tape, bubble wrap, or any other packing essentials.	
Label all boxes clearly. Be sure to label all boxes with their contents and destination room.	
Disassemble any office furniture that's not regularly used. Doing so will make it much easier to move and pack when the time comes.	
Transfer utilities. Contact your utility providers to schedule service disconnection at your old office and service activation at your new office.	
Schedule a final inspection with your landlord. This inspection will ensure that you have left the office in good condition.	
Continue to pack what you can.	
Inform your customers and clients to prepare them for any downtime that may occur while you move.	
Schedule arrangements with your chosen moving company. It is best to get ahead of this and book in advance, once you know your moving date.	

1 Week Before Your Move	Status
Confirm your moving arrangements with your moving company.	
(If your leases do not overlap) Ask any employees who can work from home to do so in the interim.	
(If your leases overlap) Offer tours to employees and explain new protocols/behaviours so they are ready to hit the ground running once you have moved.	
Disassemble the remaining office furniture.	
Pack the rest of the office equipment and contents. Only leave the essentials required to continue to work (if necessary).	
Start deep cleaning any areas that are no longer in use (or bring in an office cleaning company to do this for you).	
Start to disconnect all electronics and appliances. This will prevent damage during the move.	
Send a reminder to clients and customers to manage their expectations while you move.	
At the end of the week, ensure you empty all in-office rubbish and recycling bins.	

Moving Day	Status
Be present to supervise the move. This will help ensure that everything goes smoothly.	
Complete any final cleaning tasks.	
Do a final walkthrough of your old office. Make sure that you have not left anything behind.	
Do a walkthrough of your new office. Ensure that the office is clean and all your belongings have been delivered and placed in the correct rooms.	
Reconnect all electronics and appliances.	
Set up your office furniture and equipment, ready for employees to jump back into work.	

After Your Move	Status
Change your business address with the post office.	
Update your website, business cards, and other marketing materials with your new business address and contact information.	
Remind your customers and vendors of your new address and contact information.	
Unpack your belongings.	
Continue engagement with people to iron out any unforeseen challenges that could arise in working in the new space.	
Get back to work!	

Benefits of Office Relocation:

An office relocation can offer significant advantages for a company beyond just a change of scenery. Strategically moving offices can yield valuable cost savings, enhance recruitment and retention efforts, and allow companies to optimise and upgrade facilities. Here are some key benefits:



Cost Savings: Relocating can help reduce overhead costs by finding a more cost-effective space or negotiating better lease terms.



Enhanced Recruitment and Retention: A new, modern office space can attract top talent and improve employee satisfaction.



Optimised Facilities: Moving provides an opportunity to upgrade office facilities and incorporate the latest technology and design trends to boost productivity and morale.

Are you ready to relocate your office?

Whether you're moving across town, across the country, or even across the pond, our checklist covers all the essentials to minimise downtime and maximise productivity.

About Area:

At Area, we're all about transforming your workspace into a hub of productivity and inspiration. From design to construction, let us help you create a workplace that perfectly balances functionality and style, exceeding your expectations and empowering your team to thrive.

We are passionate about creating workspaces that perfectly balance functionality and style. We will work with you to bring your vision to life, ensuring that your team has everything they need to feel comfortable, inspired, and ready to give it their all every day.

[Get in touch with the experts at Area](#) to see how we can support you in locating and designing a unique workplace that perfectly suits your needs.