

Moving Office Checklist

- If your removal requires lift access, contact your body corporate to ensure a lift can be booked for the appropriate times and have the lift padded and protected.
- Put clear labels on all boxes according to their respective destinations.
- Have your staff take their personal items prior to office relocation.
- Delegate employees to guide the movers.
- Update your customers, clients and website of your new office location.
- 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 removalists.
- Check the building is safe for people to enter, that any rubbish has been removed and walkways are clear.