



Commercial Moves
Group

Your moving checklist



Organising a business relocation can be a daunting prospect.

To help you to prepare, Commercial Moves Group has created a Hints & Tips guide to assist you with the process – to ensure minimum disruption to your business and your staff.

A few months to go...

- HR, IT & telecomms issues analysed
- Project move champion nominated
- Space plan agreed & communicated
- Relocation company booked
- Initial planning with move champion & move manager
- Circulate move plan to department heads
- Circulate move plan to key suppliers - IT, Utilities, Telecomms
- Ensure landlord is aware of timings and access and egress routes within buildings



A few weeks to go...

- Organise key people to be available on the moving day
 - Senders & receivers

- Clear out unwanted items

- Identify what items could be re-cycled, re-used or go to charities

- Planning meeting with relocation company

- Agree the labeling system to be used

- Confirm final move timings

- Notify key people your new contact details
 - Banks, Insurance, Royal Mail, Inland Revenue, Equipment, Clients, Suppliers



Less than a week to go...

- Provide your staff with step by step move guide
- Crates delivered - Remember to count them and sign paperwork
- Label all items to be moved
- Parking dispensation organised
- Pre move support booked with relocation company
- Ensure toilet facilities and catering are organised for the move day
- Provide senders & receivers list - Names & mobile numbers
- Lift engineer on standby if applicable



The day of the move...

- Provide relocation company supervisor with a set of floor plans If they don't already have it
- Have the move plan to hand
- Monitor progress
- Check both buildings, has everything been moved?
- Confirm items are in the right place as per the floor plans
- Test IT & telecomms systems



A week after it's over...

- Post Support on site
- Staff unpack crates promptly
- Crate collection on the agreed day to avoid additional charges - Remember to count them and sign paperwork
- Implement Recycle, reuse or charity collections from the old site
- Welcome meeting for staff
- Post move debrief with project team & relocation company





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