

The "Zero-Disruption" London Office Move Checklist

The definitive guide for Office Managers and Project Leads to ensure Business Continuity



Week 1: Strategic Alignment & Preliminary Audit

Focus: Defining the scope and securing your lead moving partner.

[] **Appoint a "Move King/Queen":** Designate one internal lead to act as the primary liaison for the **I Like To Move It Move It Manager**.

[] **Perform a "Keep/Toss" Audit:** Walk the floor with a clipboard. Identify furniture and equipment that will not be moving to the new **commercial premises**.

[] **Book Your Comprehensive Site Survey:** Schedule an in-person or high-definition video survey to get a **fixed-price quote** (ensure it includes London-specific fees like **Congestion Charges**).

[] **Check the New Lease for "Move-In" Constraints:** Are there restricted hours? Do you need to protect the elevators? Is a "Certificate of Insurance" required by the landlord?



Week 2: Compliance, Insurance & IT Strategy

Focus: Risk mitigation and technical planning.

[] **Review IT & Infrastructure Requirements:** Meet with your IT lead to discuss server migration, mesh network setup, and **ISP (Internet Service Provider)** switch-over dates.

[] **Verify Insurance Coverage:** Ensure your mover's **Public Liability (£2M+)** and **Goods in Transit** insurance align with the value of your high-end equipment.

[] **Execute the Communication Plan:** Send an "all-staff" email. Outline the timeline, the new location benefits, and their specific responsibilities regarding personal items.

[] **Update External Stakeholders:** Notify banks, HMRC, clients, and suppliers of your change of address.



Week 3: Logistical Coordination & Packing Prep

Focus: Managing the "London Headache" and ordering supplies.

[] **Finalize the "To-Scale" Floor Plan:** Map out exactly where every desk, server rack, and acoustic booth will go. (Crucial for the "Plug-and-Play" Monday morning promise).

[] **Secure London Parking Suspensions:** Work with your move manager to apply for bay suspensions with the local council (**Westminster, Camden, City of London, etc.**). Note: Most councils require 10–14 days' notice.

[] **Order Professional Crate Hire:** Request delivery of **LC3 (Standard)** and **LC6 (Computer)** crates. Ensure they include security seals for **GDPR compliance**.

[] **Address Building Access Logistics:** Book the loading bay at both sites. Confirm "After-Hours" access for the moving team.



Week 4: The Technical Deep-Dive & Sustainable Clearance

Focus: Preparing the hardware and clearing the deadwood.

[] **Full IT Audit:** Label every PC, monitor, and peripheral with a unique ID that matches the new floor plan.

[] **Schedule WEEE-Compliant Disposal:** Arrange for the collection of old servers, monitors, and cables. Ensure you receive a **Certificate of Data Destruction**.

[] **Sequential Filing Preparation:** If moving a physical archive (legal/finance), begin labeling shelves to ensure files are placed back in the exact same order.

[] **Key Distribution:** Ensure the Move Manager has all necessary fobs, keys, and security codes for the move weekend.



Week 5: Pre-Move Execution & Property Protection

Focus: Protecting the assets and the buildings.

[] **Begin "Non-Essential" Packing:** Pack the kitchen, archives, and off-season marketing materials.

[] **"Desk-Clear" Friday:** Instruct all staff to pack their personal crates by 4 PM on the Friday before the move.

[] **Review Building Protection Plan:** Confirm the use of **blue floor runners**, corner guards, and padded lift covers at both the origin and destination to protect your **dilapidation deposit**.

[] **Check the Weather & Traffic:** Monitor London transport alerts for any major weekend road closures or "Red Route" disruptions.



Week 6: The Transition Weekend (Hour-by-Hour)

Focus: The "Zero-Downtime" execution.

[] **Friday 5:00 PM:** IT Migration Team begins disconnecting workstations and packing servers into specialized **techno-crates**.

[] **Saturday 8:00 AM:** Heavy furniture disassembly and loading begins. High-value items are GPS-tracked during transit.

[] **Saturday 2:00 PM:** Unloading and furniture assembly at the new site according to the pre-approved floor plan.

[] **Sunday 10:00 AM:** IT Reconnection begins. Networks are tested, and workstations are "live-tested" for power and connectivity.

[] **Sunday 4:00 PM:** Final "Floor Walk" with the Move Manager. All crates placed on the correct desks.

[] **Monday 8:00 AM:** **Business as Usual.** Staff arrive, log in, and begin working immediately.

