

Downloadable checklist

Move readiness checklist

A phase-by-phase guide to moving office without the last-minute scramble

2026

Technology is what makes modern workplaces work. If you're planning a move, this checklist puts everything in order with technology considered in each phase rather than being dealt with as an add-on or afterthought.

01

Phase 1

While you're searching for space

Before scoring buildings against a spec sheet, get clear on how your team actually works today. That's what should shape the brief, not the other way around.

- ☐ How do visitors know where to go when they arrive? (reception, signage, an app, someone walking them in?) Would that still work in a bigger or unfamiliar space?
- ☐ How does your team actually move through the current space day to day? Where do people gather, focus, collaborate, or get interrupted?
- ☐ How do staff know where to sit (assigned desks, hot desking, team/departments) Does that model still make sense for where the business is headed?
- ☐ Which meeting rooms actually get used, and for what kind of work? (video calls, in-person collaboration, quiet focus) Which ones sit empty?
- ☐ Where does current technology genuinely help, and where does it get in the way, for how people already work?
- ☐ What's changing in the next 3–5 years? (headcount, team structure, hybrid policy) How will this impact the space in which it needs to accommodate?
- ☐ What would "working well" look like in a new space, beyond just having more room?
- ☐ Given the answers above, what's a realistic technology budget range, separate from the fitout budget?
- ☐ Which buildings on the shortlist actually support what you need (fibre access, floor loading, ceiling grid type?)

02

Phase 2

Space identified, PMs/consultants engaged

Your project team is starting to take shape, but until technology requirements are actually written into the brief, they're not part of anyone's plan but yours.

- ☐ Has your fitout PM or interior designer actually been briefed on technology requirements, or is it assumed to come later?
- ☐ Are those requirements written into the design brief itself, or only understood verbally by whoever's been talking to the designer?
- ☐ Has anyone discussed cabling pathways, power locations, and ceiling provisions with the designer before the concept is signed off?
- ☐ Is there a dedicated technology budget line, or is it sitting inside general fitout contingency where it can quietly get squeezed?
- ☐ Do you know what the building itself already provides, data/fibre access, comms room access, available power capacity?
- ☐ Who owns technology decisions on your side? Is there one person your PM or designer can actually go to with questions?
- ☐ Has IT been brought into the conversation yet, or is that still assumed to happen closer to move-in?

03

Phase 3

Fitout underway

This is where decisions on paper become decisions in the ceiling, the walls, and the joinery – worth checking they're the right ones before they're hard to undo.

- ☐ Has the technology infrastructure (e.g. cabling, power, mounting points) actually been checked against the final design before walls and ceilings close in?
- ☐ Do the meeting rooms reflect how they'll really be used? (e.g. camera sightlines, screen placement, acoustics) or just how they look on a floor plan?
- ☐ Has equipment been ordered with enough lead time to actually be on site before move-in?
- ☐ Are IT and whoever's managing the fitout actually talking to each other, or working in parallel without coordinating?
- ☐ Is signage and wayfinding content ready to go, or still sitting as "to be sorted later"?
- ☐ Who's checking that what's being installed actually matches what was specified in the brief?
- ☐ If something needs to change mid-fitout, is there a clear way to handle that, or does it just happen ad hoc?

04

Phase 4

Move-in & handover

The project might be finishing, but this is where people start actually living in the space, worth checking it holds up once they do.

- ☐ Have all systems been tested end-to-end, not just switched on and left running?
- ☐ Do staff actually know how to use the new technology, or is that assumed to happen informally?
- ☐ Is there a clear point of contact for support once people are using the space day to day?
- ☐ Does signage and wayfinding actually work in practice? From a visitor's perspective, and a new starter's?
- ☐ Has anything been documented? (as-built drawings, equipment schedules) for whoever needs to reference it later?
- ☐ What does "done" actually look like here? Is there a formal handover, or does the project just quietly wind down?
- ☐ Is there a plan to revisit the space in a few months and check what's actually working?

What this adds up to

The clearer these questions are answered early, the fewer surprises tend to show up later, cabling that has to go in after the ceiling's closed, rooms redesigned around equipment nobody planned for, a budget line invented in a hurry. None of that is really about AV. It's about how early the right questions got asked.

Want a second pair of eyes on where you're at?

1800 648 123 · hello@mergetechnologies.com.au

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