Building Management Pack Index

SECURE TRANSPORTATION SINCE 1996



A practical checklist of documents, approvals, and site details commonly required before office moves, IT relocation, white glove delivery, and specialist equipment transport

1. Purpose:

Most workplace, clinical, and technical delivery projects depend on timely approval from building management. Delays often happen not because of the move itself, but because the correct documents, insurances, RAMS, access details, or contractor records were not submitted early enough.

This Building Management Pack Index helps project teams prepare the information commonly requested by:

- building managers
- facilities teams
- landlords
- managing agents
- estates teams
- health and safety officers
- site security
- reception and loading bay staff

It is designed to reduce approval delays and make sure all site-facing documentation is complete before works begin.

2. When to Use This Pack:

This index is useful for any project that involves contractor attendance on site, including:

- **office IT relocation**
- **weekend office moves**
- **desk decommission and reconnect**
- **furniture logistics**
- **white glove office delivery**
- **medical and scientific equipment delivery**
- **stair climber operations**
- **server relocation and data centre movement**
- **equipment collection or disposal**
- **out-of-hours work**
- **multi-floor internal moves**
- **loading bay deliveries**

3. How to Use This Index:

Use this document at the start of project planning and before contractor attendance is confirmed.

Recommended process:

1. Review the building's contractor or logistics requirements
2. Check which items from this index are mandatory
3. Gather the relevant documents from all suppliers involved
4. Submit the pack within the building's deadline
5. Confirm acceptance in writing before move or delivery day
6. Keep a final approved version accessible during the project

This pack is not a legal substitute for site-specific requirements. It is a practical guide to the most common items requested.

4. Core Building Management Pack Contents:

Below is a suggested index of documents and information commonly required.

A. Project Summary Sheet

Purpose

Provides building management with a fast overview of the job.

Recommended contents

- Project name
- Client / tenant name
- Site / floor / room(s) affected
- Scope of works summary
- Planned date(s)
- Start and finish times
- Type of activity (delivery, move, installation, decommission, disposal)
- Number of contractor personnel
- Primary site contact
- Primary contractor contact
- Out-of-hours or weekend working status

Suggested note

“This summary should appear at the front of the pack so the building team can understand the nature of the works immediately.”

B. RAMS and Method Statements

Purpose

Demonstrates how the work will be carried out safely.

Typical requirements

- Project-specific RAMS
- Method statement for handling and movement
- Access route details
- Manual handling controls
- Stair climber method if applicable
- Waste removal process
- Emergency procedures
- PPE requirements
- Risk controls for live environments

Suggested note

“This is often the most important part of the submission and should always match the exact scope of works.”

C. Insurance Documentation

Purpose

Shows that contractor activity is covered and compliant.

Typical requirements

- Public liability insurance certificate
- Employers' liability insurance certificate
- Professional indemnity where relevant
- Goods in transit insurance if requested
- Any project-specific cover relevant to the work

Suggested note

"Insurance certificates should be current, legible, and submitted in the building's preferred format."

D. Contractor Competency and Staff Information

Purpose

Provides assurance that people attending site are trained and authorised.

Typical requirements

- Company details
- Staff names attending site
- Role / function of each attendee
- Mobile contact details
- Training records if requested
- DBS confirmation where relevant
- Supervisor or team leader details
- Vehicle registration numbers if required

Suggested note

“Clinical sites, schools, and regulated environments may require additional personnel vetting or named staff approval in advance.”

E. Access and Logistics Plan

Purpose

Shows how the move or delivery will physically operate on site.

Typical requirements

- Arrival time and departure time
- Loading bay booking reference
- Lift booking reference
- Entry / exit points
- Route from loading area to destination
- Floor protection requirements
- Holding area or staging point
- Waste exit route
- Vehicle size and type
- Tail lift or MHE requirements

Suggested note

“This section helps building teams coordinate other contractors, loading slots, and access restrictions.”

F. Equipment and Asset Schedule

Purpose

Clarifies what is actually entering or leaving the building.

Typical requirements

- Asset list or summary
- Serial numbers where relevant
- Device or furniture description
- Quantity
- Weight / dimensions if unusual
- Fragile, sensitive, or high-value item flags
- Special handling notes

Suggested note

“This is particularly useful for IT relocation, medical equipment delivery, and high-value white glove projects.”

G. Waste and Disposal Information

Purpose

Confirms how packaging, legacy items, or waste streams will be managed.

Typical requirements

- Packaging removal method
- Waste segregation approach
- WEEE handling where applicable
- ITAD / certified destruction route

- Waste carrier details if required
- Proof of post-project disposal where necessary

Suggested note

“Building managers often want reassurance that waste will not be left on site or mixed with standard building waste streams.”

H. Site Protection Plan

Purpose

Shows how building finishes and common areas will be protected.

Typical requirements

- Floor protection
- Wall / corner protection
- Lift protection
- Door frame protection
- Dust / debris control
- Clean down and final presentation standards

Suggested note

“This section is especially important for white glove delivery, furniture logistics, and stair climber activity.”

I. Programme / Schedule

Purpose

Gives building management a clear view of timing and sequencing.

Typical requirements

- Work schedule by phase
- Contractor arrival times
- Breaks / changeover points
- Floor-by-floor sequence if relevant
- Completion target
- Handover timing
- Support coverage after completion

Suggested note

“Where works span multiple floors or multiple teams, a short programme helps avoid confusion and overlap.”

J. Emergency and Escalation Contacts

Purpose

Ensures issues can be resolved quickly on move day.

Typical requirements

- Project manager contact
- Site supervisor contact
- Client representative contact

- Security / reception contact
- Facilities / building manager contact
- Emergency escalation route
- Out-of-hours contact if applicable

Suggested note

“This page should be accessible and easy to find without searching through the full pack.”

5. Optional Supporting Documents:

Depending on the site and project type, the following may also be requested:

- Permit to work forms
- Contractor induction records
- Traffic management plan
- COSHH information if relevant
- Lift or weight-loading confirmation
- Fire escape and emergency route confirmation
- Noise / disturbance management note
- Infection control statement for clinical sites
- Data protection or chain-of-custody procedure for IT assets
- Customs or carnet documentation for international deliveries
- Photo method sheet for unusual access routes

6. Suggested Submission Checklist:

Use the checklist below before sending the pack to building management.

- [ ] Project summary sheet completed
- [ ] RAMS and method statements included
- [ ] Insurance certificates attached
- [ ] Staff list and supervisor details included
- [ ] Loading bay and lift requirements confirmed
- [ ] Access route and timing plan included
- [ ] Asset or equipment schedule included if needed
- [ ] Site protection plan included
- [ ] Waste handling method included
- [ ] Emergency contact page included
- [ ] File names are clear and professional
- [ ] Submission deadline checked
- [ ] Approval request sent to correct contact
- [ ] Written approval received and saved

7. Common Reasons Packs Get Rejected:

To reduce delays, avoid the most common submission problems:

- [ ] RAMS do not match the actual project scope
- [ ] insurance certificates are expired
- [ ] no staff names or vehicle details provided
- [ ] loading bay or lift requirements not stated
- [ ] no route plan for high-value or large equipment
- [ ] out-of-hours works requested without approval
- [ ] waste removal not explained
- [ ] no stair climber or manual handling method included where required
- [ ] multiple files submitted with unclear names
- [ ] no single summary sheet at the front of the pack

8. Best Practice Guidance:

Submit early - Do not wait until the week of the move. Building teams often need several working days to review contractor packs.

Keep it clean and short - A building pack should be complete but easy to read. Start with a summary and organise documents clearly.

Match the site - Every building is different. Do not send a generic pack without reviewing the specific site requirements.

Keep one approved version - Once approved, save the final version and use it as the live reference on move day.

Bring a copy on site - The site supervisor should have immediate access to the approved pack during works.

9. Why this pack matters:

A strong **building management pack** helps:

- reduce approval delays
- improve site access coordination
- reassure landlords and facilities teams
- demonstrate professionalism and control
- protect the building during works
- reduce last-minute changes or refusals
- support safer, cleaner, more efficient project delivery

For office moves, IT relocation, white glove delivery, and clinical logistics, this pack is often the difference between a smooth changeover and a blocked site.

10. Related Secure Transportation services:

RAMS & Method Statements

Project Management

Office IT Relocation

White Glove Office Delivery

White Glove Clinical Delivery

Stair Climber Service

Furniture Logistics

Secure Transportation (UK & EU)

Medical & Scientific Equipment Transport

Server Relocation Specialists