Office Move Planner Pack

SECURE TRANSPORTATION SINCE 1996



A practical planner for office relocations, with a timeline, a task checklist for each stage, and the templates needed to keep the move under control

1. Purpose:

This planner helps office managers, facilities teams, operations leads, and project managers plan an office move from the first decision to the first week in the new space.

It helps to reduce:

- lost working time
- last-minute access and building problems
- missing or misplaced equipment
- confusion among staff
- extra cost from tasks found too late

This pack is particularly useful for:

- **full office relocations**
- **moves between floors or buildings**
- **office consolidations**
- **moves that include IT, furniture, and storage**
- **weekend and out-of-hours moves**

2. How to Use This Pack:

1. Name one person to own the plan
2. Work through the timeline and set a date against each stage
3. Tick off the tasks in each section as they are completed
4. Fill in the move matrix and contact sheet
5. Share the staff instructions in good time
6. Review the plan every week until move day

3. Move Details:

Company: [Insert company name]

Current address: [Insert address]

New address: [Insert address]

Move date or dates: [Insert dates]

Number of staff moving: [Insert number]

Move owner: [Insert name and number]

IT lead: [Insert name and number]

Removal and IT relocation partner: [Insert name and number]

4. Move Timeline:

Stage	When	Target date	Owner	Done
Decide and appoint	3 to 6 months before			
Plan and design	2 to 3 months before			
Prepare	4 to 8 weeks before			
Final checks	1 to 2 weeks before			
Move	Move day or weekend			
Settle in	First week after			

Timings are a guide. Small offices can move faster; large or regulated sites need longer.

5. Stage 1: Decide and Appoint:

- [ ] Move owner and project team named
- [ ] Budget agreed
- [ ] Lease dates and notice periods checked for both buildings
- [ ] Target move date set
- [ ] Removal and IT relocation partner appointed
- [ ] Site survey completed at both addresses
- [ ] Insurance cover for the move confirmed
- [ ] Staff told that a move is planned

6. Stage 2: Plan and Design:

- [ ] Floor plan and seating plan agreed for the new office
- [ ] Furniture decided: move, replace, store, or dispose
- [ ] IT and comms requirements listed
- [ ] Internet and phone lines ordered for the new office
- [ ] Power and data points checked against the seating plan
- [ ] Inventory of furniture and IT equipment completed
- [ ] Items for storage, recycling, or secure disposal identified
- [ ] Fit-out or building works scheduled to finish before the move

7. Stage 3: Prepare:

- [ ] Move matrix completed: every person, desk, and device mapped to its new location
- [ ] Building management pack and RAMS submitted for both buildings
- [ ] Loading bay, lift, and parking booked
- [ ] Crates and labels ordered and delivery date set
- [ ] Staff packing instructions issued
- [ ] Address change sent to clients, suppliers, banks, and insurers
- [ ] Post redirection and website address update arranged
- [ ] Access passes and keys arranged for the new office
- [ ] Old equipment collection and confidential waste booked

8. Stage 4: Final Checks:

- [ ] Internet and phone lines tested at the new office
- [ ] Seating plan and move matrix frozen
- [ ] Crates delivered and packing under way
- [ ] Desks and devices labelled
- [ ] Backups completed and checked
- [ ] Move-weekend contact list issued
- [ ] Reminder sent to staff on the last working day
- [ ] Cleaning arranged for both buildings

9. Stage 5: Move:

- [ ] Crew briefed and building protection in place
- [ ] IT disconnected, labelled, and packed
- [ ] Furniture and crates loaded in the planned order
- [ ] Items placed to the floor plan at the new office
- [ ] IT reconnected and tested
- [ ] Priority teams and meeting rooms checked first
- [ ] Packaging removed
- [ ] Old office checked and left clear

10. Stage 6: Settle In:

- [ ] Support on hand on the first morning
- [ ] Snag list opened and worked through
- [ ] Crates collected
- [ ] Redundant furniture and IT cleared from the old office
- [ ] Keys and passes for the old office returned
- [ ] Final meter readings taken
- [ ] Lessons learned noted

11. Move Matrix Template:

Name	Team	Current desk	New desk	Devices	Special requirements	Label colour

12. Contact Sheet Template:

Role	Name	Mobile	Available
Move owner			
IT lead			
Building manager, current office			
Building manager, new office			
Move supervisor			
Security or reception			

13. Staff Instructions Checklist:

Tell staff:

- what is moving and when
- what to pack and what to leave
- how to label crates, monitors, and peripherals
- what to take home
- when to be out of the building
- where to go and what to expect on the first morning
- who to contact if something is missing or not working

14. Common Office Move Mistakes to Avoid:

- internet ordered too late
- no single owner for the plan
- seating plan changed after labels are printed
- building management told in the final week
- IT treated as an afterthought to furniture
- old office clearance left out of the budget
- no support on the first morning

15. Why this pack matters:

A structured **office move plan** helps:

- keep the business working up to and after the move
- stop small tasks becoming move-day problems
- give staff clear instructions
- keep the landlord and building managers on side
- make the first morning in the new office a normal working day

An office move goes well when the work is done in the weeks before, not on the weekend itself.

16. Related Secure Transportation services:

- Workplace Moves and Furniture Logistics
- Office IT Relocation
- Desk Cable Management and Decommission
- Furniture Logistics
- Warehousing, Pre-Staging and Storage
- ITAD, Data Destruction and WEEE
- Programme Management and Compliance