60 CHECKS / ONE COORDINATED MOVE

The ultimate office moving checklist

A successful move takes more than transport. These 60 checks show what needs to be covered - and how Ede's can take the practical work off your hands.

Start 4-6 months ahead, or as soon as your move is known.

01 Set the brief

STAGE 1 OF 5

- [ ] A clear brief: who is moving, between which locations and by what date.
- [ ] A move lead, departmental contacts and an agreed route for key decisions.
- [ ] Confirmed access, exit and handover dates, with property requirements checked.
- [ ] A realistic budget covering removals, IT handling, storage, clearance and contingency.
- [ ] Business-critical activities, busy periods and acceptable downtime identified.
- [ ] One programme linking the move with fit-out, furniture, connectivity and building handover.

02 Choose the right support

- [ ] A survey of both sites, including loading, lifts, stairs, parking and security restrictions.
- [ ] An agreed service scope covering packing, dismantling, transport, placement and follow-up.
- [ ] A clear quotation showing what is included, any exclusions and how changes are handled.
- [ ] Specialist items identified, from safes and artwork to oversized furniture or equipment.
- [ ] Insurance, liability and any special handling requirements agreed before booking.
- [ ] Reporting priorities agreed, such as asset records, reuse outcomes or project carbon metrics.

PLAN THE MOVE WITH EDE'S

From the first survey, Ede's turns your brief into a coordinated relocation programme. We plan the physical move, identify access and handling needs, and bring removals, IT handling, storage and follow-up into one agreed scope.

Talk to us before the moving date is fixed >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

THE ULTIMATE OFFICE MOVING CHECKLIST

Build the programme

Typically 8-12 weeks before the move. Begin connectivity planning earlier if needed.

Your goal: a joined-up programme, with the key dependencies covered.

03 Make the new office ready

STAGE 2 OF 5

- [ ] An approved layout showing desk positions, room names, furniture and shared spaces.
- [ ] A furniture and equipment audit: move, store, redeploy, reuse, recycle or dispose.
- [ ] Dimensions and access checked for large, heavy or awkward items at both sites.
- [ ] New furniture, signage and workplace equipment scheduled to arrive in the right sequence.
- [ ] Power, connectivity, data points and communications-room readiness confirmed with IT.
- [ ] Accessibility needs, individual adjustments and secure working areas included in the plan.

04 Coordinate people and suppliers

- [ ] A phased move sequence agreed by team, floor or location, with storage if dates do not align.
- [ ] Loading bays, goods lifts, parking and building-management approvals arranged.
- [ ] Working hours, contractor access, site protection and required safety documents confirmed.
- [ ] Staff updates planned, including key dates, packing guidance and where to get help.
- [ ] Customers, suppliers, utilities and other services identified for change-of-address updates.
- [ ] A practical fallback for fit-out delays, failed connectivity or changes to building access.

BRING THE MOVING PARTS TOGETHER

Ede's coordinates the move logistics around your workplace programme, working with your property, fit-out and IT teams. From furniture reconfiguration to phased moves and interim storage, we help the right activity happen in the right order.

Explore our office relocation support >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

THE ULTIMATE OFFICE MOVING CHECKLIST

Organise the detail

Typically 4-6 weeks before the move.

Your goal: everyone knows what is moving, where it is going and how it will get there.

05 Control assets and packing

STAGE 3 OF 5

- [ ] A final inventory showing what is moving and where each item needs to go.
- [ ] A consistent labelling system linked to buildings, floors, rooms and desk positions.
- [ ] Suitable crates, protective materials and labels ready, with hire and collection dates agreed.
- [ ] Packing and unpacking arrangements confirmed for teams, shared areas, stores and archives.
- [ ] Confidential records and sensitive assets covered by secure handling and handover arrangements.
- [ ] Surplus furniture and equipment directed to approved reuse, resale, recycling or clearance routes.

06 Prepare for business continuity

- [ ] The physical IT move aligned with your IT team's shutdown, restart and testing sequence.
- [ ] Technical checks allocated for internet, phones, access control, printing and critical systems.
- [ ] Customer service and essential teams covered during downtime or temporary working.
- [ ] One supplier schedule covering attendance, delivery slots, contacts and escalation routes.
- [ ] First-day information ready: entry, travel, seating, facilities, accessibility and support.
- [ ] Cleaning, utilities, security, mail arrangements and old-site handover responsibilities agreed.

LET EDE'S HANDLE THE PRACTICAL DETAIL

Crates, packing, asset inventories, secure handling, storage and clearance can all form part of your Ede's move. We agree what you need, then coordinate the delivery so your team has a clear plan and a point of contact.

Build the right service around your move >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

THE ULTIMATE OFFICE MOVING CHECKLIST

Make the move happen

The final 1-2 weeks, then move day.

Your goal: a controlled move with clear communication and minimal disruption.

07 Final readiness checks

STAGE 4 OF 5

- [ ] Both sites checked for access, protection, lighting, welfare and clear emergency routes.
- [ ] The final layout, inventory, labels and move schedule issued to everyone who needs them.
- [ ] Essential utilities and connectivity confirmed ready, with a fallback for anything outstanding.
- [ ] Packing complete, with essentials and items needed until shutdown kept separate.
- [ ] Your IT lead has confirmed backup and recovery readiness before equipment is released.
- [ ] A final readiness review completed, with outstanding blockers resolved or a contingency approved.

08 Control move day

- [ ] Move teams briefed on the sequence, building rules, handling needs and key contacts.
- [ ] Items checked at collection, with quantities, condition and exceptions recorded.
- [ ] Vehicle arrivals, loading routes and deliveries coordinated with both building teams.
- [ ] Loads tracked through collection and delivery, with discrepancies raised promptly.
- [ ] Furniture and equipment placed against the agreed layout, with changes authorised.
- [ ] The old premises checked for overlooked items and the handover condition recorded.

AN ORGANISED MOVE, ON THE GROUND

Ede's manages the agreed physical move, from protection and packing to loading, transport and placement. We coordinate with building teams and your IT partner, track progress and deal with practical issues as the move unfolds.

Put your move in experienced hands >

Tick what is covered. Use this guide with your move partner; timings and services are tailored to your project.

THE ULTIMATE OFFICE MOVING CHECKLIST

Settle in & close out

The first working day and the following 1-2 weeks.

Your goal: a workplace that is ready to use, with the loose ends taken care of.

09 Support the first working day

STAGE 5 OF 5

- [ ] Visible first-day support and one clear route for staff to raise move-related issues.
- [ ] Your IT team has confirmed that agreed systems, phones, printing and meeting-room tests pass.
- [ ] Desks, chairs, monitors and business equipment checked for correct placement and usability.
- [ ] Staff can enter, find their teams and use essential facilities and accessible routes.
- [ ] Outstanding snags prioritised and assigned for prompt resolution.
- [ ] Shared spaces unpacked, empty crates collected and work areas kept clear.

10 Complete the handover

- [ ] Old-site handover complete, including keys, passes, readings and agreed obligations.
- [ ] Address changes, service transfers, cancellations and mail arrangements completed.
- [ ] Moved, stored and cleared assets reconciled, with any exceptions resolved.
- [ ] Agreed delivery records, storage inventories and relevant reuse or disposal evidence received.
- [ ] Final charges, variations, crate returns and any ongoing storage costs checked.
- [ ] Staff feedback reviewed, remaining issues closed and any agreed project reporting completed.

OUR SUPPORT CONTINUES AFTER DELIVERY

Ede's can help with unpacking, furniture adjustments, crate recovery, storage returns and move-related snags. We also agree the records and project reporting you need, with the scope and metrics tailored to your move.

Tell us what is moving. Let's plan it together >