

▶ 30 point move checklist

Planning a business move can be a logistical minefield so Pickfords Business Moving has created a 30 point move checklist to help you plan your relocation.

In the months before the move...

- Finalise new location search**
 - Analyse potential HR, IT and telecoms issues
- Appoint internal project manager and project team**
 - Define, agree and document objectives, tasks and responsibilities
 - Confirm the timetable and deadlines
- Define Space Plan for the new location**
 - Agree with key department heads and communicate to teams
- Appoint removal company**
 - Utilise their specialist Move Manager within your project team
- Arrange planning meeting with project team and move manager**
 - Analyse requirements and define the move plan
 - Schedule regular planning meetings
- Communicate move plan to department heads**
 - Define move sequence, responsibilities, deadlines and actions
- Communicate move plan to suppliers and service providers**
 - Make contact with IT, Telecoms, Utilities and key Suppliers

In the weeks before the move...

- Arrange for key personnel to be available to attend on move days**
 - Make note of mobile telephone numbers of departmental representatives and IT Helpdesk
- Agree and confirm during the planning process**
- Review and rationalise items to be relocated**
 - Complete a purge of unwanted and unnecessary items
 - Identify items for recycling, reuse or disposal
- Agree labelling strategy in line with Space Plans**
 - Issue labels and briefing note to department heads on labelling conventions and procedures
- Confirm final move dates**
 - Communicate to all individuals and departments in the Move Chain
 - Ensure crates are booked for delivery in the week prior to the move
 - Issue briefing note to department heads on packing procedures
- Notify organisations of your change in contact details**
 - Insurance; buildings; contents, motor
 - Royal Mail
 - Leasing companies
 - Your bank
 - HM Revenue and Customs
 - Equipment suppliers
 - All suppliers
 - Customers

In the week before the move takes place...

- Brief staff on labelling procedures**
 - Check that all items to be moved are labelled
- Brief staff on crate packing procedures**
 - Arrange for additional manpower from your moving company if required
- Display floor and room plans at both locations**
- Ensure fit-out contractors remove debris from new location**
 - Ensure removal company arranges protection of vulnerable areas
- Ensure adequate catering and toilet facilities are available for all on site during the move**
- Ensure inter-site communication is arranged for the move**
 - Issue mobile phone contact number list

During the move...

- Have move plan to hand and work to it**
 - Monitor progress and ensure achievement of milestones
- Walk both sites to ensure completion**
 - Check everything is transferred
 - Confirm correct placements at new site
- Identify key functions are working ahead of first working day**
 - Test IT and Telecommunications

In the week after the move...

- Conduct a final sweep of the old site**
 - Implement furniture disposal or recycling plan
 - Ensure the site is ready for handover to landlord
- Complete unpacking of crates**
 - Ensure deadlines to complete the unpacking are achieved
 - Allocate pre-booked assistance to key areas
- Ensure all crates are collected from site to avoid unnecessary charges**
- Conduct 'welcome briefing' for staff**
 - Issue Welcome Packs to staff
- Complete formal debriefs with:**
 - Project team
 - Removal company