

Expert Office Removalists & Commercial Movers | Fragile Removals

Canonical: <https://www.fragileremovals.com.au/business-relocation/commercial-relocations/>

Details:

Choose this service when you need help moving office and commercial premises. Begin with the inventory, the work required at collection and delivery, and the dates you need the service. Confirm the actual inclusions, handling responsibilities and price in a written quote.

Compare business relocation services and employee relocation where that alternative matches the work. Contact the team to clarify the scope before booking.

We accept office and commercial move enquiries involving Melbourne, Brisbane and Perth. Give us the exact premises and dates so availability can be confirmed in writing. Discuss after-hours or staged work when requesting your quote so we can confirm availability and the building access needed.

Office removal enquiries involving Melbourne, Brisbane and Perth Planning office moves involving Melbourne, Perth and Brisbane

We accept office and commercial move enquiries involving Melbourne, Perth and Brisbane. Confirm both premises, dates and the required scope so availability can be checked. Tell us what must move and what needs to be operational first.

We plan the move around your operational requirements, including access windows, department priorities and the order of delivery. Agree those details with your internal coordinator before packing begins.

Your quote should identify the transport and handling tasks, separate technical responsibilities, timing and pricing assumptions.

For a move between states, discuss interstate collection and delivery alongside the workplace handling plan.

Begin with the business continuity plan

The office relocation guide recommends starting the planning process around six months before the move where possible. Use that as a planning horizon, then adapt it to your business, lease and fit-out dates. It is not a promise that every office needs the same preparation period.

Set the intended moving date and identify what must be operating at the new premises first. Create the plan with the people responsible for the move so the removal task, equipment setup and business reopening are not treated as one undifferentiated event.

Review furniture and equipment before the inventory is finalised. Decide what will move, what will be replaced and what is no longer needed. A move can be an opportunity to downsize or upgrade, but those decisions should be made before the transport load is priced and packed.

Coordinate disconnections and the new address

The office guide calls for scheduling disconnections and transfers and notifying the people who need the new address. Assign those tasks to the appropriate business contact or service provider. Transporting equipment does not establish that a removal crew will configure IT systems, reconnect regulated services or make every device ready for use.

Tell staff, suppliers and other relevant contacts about the planned move and any interruption that affects them. Identify the point of contact for operational questions so the removal crew can receive consistent directions.

Plan access and destination placement

Check loading access, lifts, stairs, parking and any building conditions at both locations. Agree any time restrictions with building management before choosing the crew's arrival window. A proposed after-hours move still needs the actual date and building access confirmed.

Use an inventory that identifies the destination area for furniture, equipment and cartons. Keep documents and equipment that require controlled access distinguishable from general office items. Discuss who will supervise the handover and confirm the agreed furniture placement and assembly work.

Make the written scope usable on moving day

Keep one current inventory and identify the destination for each item or group of cartons. Record anything travelling separately, staying behind or needing special care. Update the list if you add, remove or change items after the estimate so the crew is not working from an outdated description.

Check access at collection and delivery, including the route through the building and the distance from vehicle parking. Tell the coordinator about lifts, stairs, narrow turns, restricted hours and large items before the move. A handling plan depends on those details as well as the nominal size of the load.

Agree the order of packing, dismantling, loading, transport, unloading and any setup work. Identify the person who can answer questions at each end and confirm any fixed deadline. If the plan depends on another provider or the new premises being ready, discuss what happens if that step is delayed.

Ask for the insurance arrangements for the goods and any relevant exclusions or excess. Identify who handles a claim or complaint and keep those contact details with the booking. Read moving and storage insurance for the distinction between business cover and cover for the items being moved.

If access, timing or the requested work changes, stop and confirm the revised instructions with the responsible contact. Ask for any price or scheduling effect in writing. At handover, check the agreed placement and tasks against the inventory and raise a concern through the booking process rather than assuming it will be resolved automatically.

Use the detailed quote form to organise the load and access information. How to Choose a Good Removalist provides a checklist for comparing the written scope, responsibility and terms.

Assign business handovers separately from furniture delivery

Use a responsibility list for the parts of the office move that happen around the truck appointment. The removal team needs clear directions, but it may not be the provider responsible for a connected device, confidential records or the readiness of a new workspace.

Workstream	Confirm before collection	Confirm at the destination
Furniture	What is being moved and any agreed dismantling	Room placement and any booked reassembly

IT and communications	Who backs up, shuts down and prepares equipment	Who reconnects, tests and approves systems for use
Records	Who controls access and how containers are identified	Who receives them and checks the destination
Premises	Loading access and building restrictions	Keys, lift availability and usable delivery areas
Surplus goods	Approved sale, donation or disposal arrangements	Which goods must not enter the new office inventory

Keep the list with the floor plan and nominate a decision-maker for exceptions. For example, if a desk is delivered but a network service is unavailable, the next action belongs with the technical owner rather than being treated as an incomplete furniture delivery. Conversely, a missing furniture component should be recorded with the moving contact before the assembly task is considered complete.

Choose a packing sequence around the work areas

Discuss which departments or rooms can be packed first and which must remain usable until later. Identify the business-critical cartons that need to be located promptly at delivery. Agree that sequence with the mover rather than assuming the crew can change a completed load order without affecting the plan.

Keep replacement purchases and equipment going to another address visible in the schedule. A new desk supplied directly to the destination and an old desk collected for donation are separate appointments from the main office move. Confirm who will receive or release them and check that the same item is not counted twice in the moving inventory.

If the fit-out or provider schedule changes, review the affected workstream before changing the whole move. Ask whether the agreed transport can still proceed, whether only part of the load can be received or whether an alternative is needed. Confirm availability, price and responsibility for the chosen arrangement before relying on it. This makes the service plan useful to the people directing the move at both premises.

Does the service include IT reconnection?

Transporting office equipment does not automatically include reconnecting networks, configuring systems or making every device ready for use. Assign IT backup, shutdown, disconnection, reconnection and testing to the appropriate internal team or technical provider. Coordinate their work with the removal schedule and identify equipment that must be operational first. The moving scope should separately describe packing, carrying and placement so a delivered desk or computer is not mistaken for a completed technical setup. Confirm the responsible person at each handover before the office reopens.

Can a commercial move be arranged after hours?

Discuss an after-hours or weekend move when requesting your quote. We can assess the date, crew and price alongside loading-bay access, lifts, security and building restrictions at both premises. Confirm the agreed window and align your internal contacts and technical providers so the destination is ready to receive the load.

For a commercial relocation, what should the quote specify?

Specify the furniture and equipment inventory, destination areas, access at both buildings and the operational deadlines. Allocate packing, dismantling, transport, placement and any agreed reassembly, and identify separate IT or technical tasks. Add storage or staged delivery requirements, confidential records and goods leaving for another destination. Record the pricing assumptions, who approves changes and how the move will be supervised at each site. A floor plan and current inventory should support the quote so the work described is usable by the people directing collection and delivery.

For a commercial relocation, what if the premises or equipment are not ready on the planned date?

Review the affected workstream with the coordinator rather than assuming the entire original plan remains workable. A fit-out delay may require storage or a different delivery sequence; an unavailable network may need a technical provider without changing furniture transport. Confirm what the destination can actually receive, who can authorise an alternative and the effect on handling, timing and price. Do not deliver business-critical equipment into unusable space simply to preserve an appointment. Keep the updated instructions aligned across the removal team, building contacts and responsible staff.

How can we prioritise packing without stopping all office work at once?

Identify rooms or departments that can be packed earlier and the people, records and equipment that must remain usable until later. Label business-critical cartons so they can be found promptly at delivery, and agree the loading and delivery sequence with the mover. Keep confidential records under the responsibility of the appropriate staff rather than treating them as unidentified general cartons. Also separate replacement purchases and goods being donated or sent elsewhere so the main inventory and destination plan do not count items twice.

Who should direct the move at each office?

Nominate contacts who understand the inventory, floor plan and agreed scope, and identify the person authorised to approve cost or schedule changes. Building management, IT staff and business managers may each control different requirements, but the crew needs consistent operational instructions. Keep room labels, access bookings and the current item list available at collection and delivery. If a component is missing, placement changes or a technical dependency fails, record the issue with the responsible workstream instead of assuming someone else will resolve it.