

How To Relocate An Office: The Ultimate Checklist

Canonical: <https://www.fragileremovals.com.au/moving-tips/how-to-relocate-an-office/>

Details:

Start an office relocation by defining what must be ready for the business to operate at the new address. Furniture delivery, IT setup, utilities, staff access and customer communication are separate workstreams. Give each an owner and agree how they fit around the removal booking.

An office move may provide more space, a different location or improved facilities, but those benefits depend on the premises and the plan. Set the business requirements before choosing a moving date or committing to a service scope. The commercial moving service is a starting point for discussing the physical relocation.

Use the planning timeline as a starting framework

This guide suggests starting planning about six months before the move, discussing a booking four or five months ahead and contacting service providers around a month before moving. These are planning prompts, not guaranteed lead times or a schedule that suits every business.

Confirm actual availability with the mover, building managers, IT team and utility providers. Some dependencies may need attention earlier, while a small move may have a shorter preparation period. Record the confirmed dates and the unresolved dependencies together so an optimistic assumption does not become the working schedule.

If the available notice is short, identify the critical tasks immediately. Tell providers the actual deadline and ask what is feasible. Do not reduce necessary technical preparation or access checks simply to make the calendar appear complete.

Appoint a moving team and define the scope

Nominate a decision-maker and contacts for each department or work area. Include the people responsible for equipment, records, communications and premises access. Decide who can approve a change during the move and who will be present to direct delivery.

Create a budget around the actual scope. Separate transport, packing, storage, specialist equipment work, provider changes and any premises work that belongs to other contractors. Ask for exclusions and charging assumptions in writing so the business can compare quotes meaningfully.

Make a decommissioning plan for the old space. Check the agreed premises requirements with the relevant property contact and assign each task. A furniture removal booking does not by itself establish who will disconnect services, remove fittings or complete cleaning and property work.

Build an inventory and destination floor plan

List furniture, equipment and other goods by department or destination area. Identify items that are staying, being replaced or going elsewhere. Record large dimensions and anything requiring specialist handling so the mover can assess the actual load and access.

Create a floor plan with room or zone names that match the labels used on boxes and furniture. Show the delivery contact how to use it. A consistent naming system is more useful than a detailed plan that uses different labels from those on the load.

Check doors, lifts, stairs, loading areas and booking restrictions at both properties. Share relevant access arrangements with the moving team before the quote is finalised. If a large item does not have an agreed route into its new position, resolve that before collection.

Decide what to downsize or replace

Moving can be an opportunity to review unused furniture and outdated equipment. Confirm ownership and internal approval before selling, donating or disposing of business property. Keep disposal and donation collections separate from the goods booked for the new office.

Identify replacement purchases needed for opening day and coordinate their delivery with the fit-out and move. Do not assume replacement stock, installation or collection of the old item is part of the removal service. Record who is responsible for each step.

For documents and devices, involve the person responsible for the information they contain before disposal or transfer. Avoid placing confidential records or data-bearing equipment in a general donation pile. The document-packing guide can help organise the physical records workflow.

Coordinate IT, phone and utility changes

Contact the relevant providers early enough to establish their actual lead times. Ask what needs to happen at the old and new addresses and which appointments require site access. A request submitted a month before the move does not guarantee service on the first day.

Have the IT owner plan backups, equipment shutdown, labelling, transport preparation and recommissioning. Keep cables and components identifiable without publishing passwords or other sensitive access information on boxes. Confirm whether specialist equipment needs its own handling provider.

Arrange a way to verify that the required systems work before relying on them for normal business. Physical delivery of a desk or computer does not establish that connectivity, software or security access is ready. Keep the reopening decision with the appropriate business and technical owners.

Pack by destination and delivery priority

Agree which goods the movers will pack and which staff must prepare. Tell staff what to clear from desks, how to label items and where to place personal belongings. Use a single set of instructions so departments do not improvise incompatible labelling systems.

Identify goods needed early at the destination and discuss their delivery sequence. Keep necessary operational records accessible through an appropriate controlled arrangement. If some stock will go into storage, label that destination distinctly and confirm the later retrieval plan.

Use the packing materials page to discuss suitable formats. Heavy, delicate or unusually shaped equipment needs assessment beyond selecting a box. Do not set an arbitrary box weight or packing method for every office item.

Tell staff, customers and other contacts

Prepare a communication plan covering the new address, the move date and any expected service interruption. Include clients, customers, suppliers and other contacts affected by deliveries or

appointments. Make sure staff know where and when they are expected to attend.

Update the business's public address listings, including its map listing where relevant, through the authorised account holder. Check stationery, website contact details and delivery instructions as part of the same process. Use the address-change checklist to prompt the categories that apply.

Avoid promising uninterrupted operation until the responsible teams have confirmed the required arrangements. If the schedule changes, update the same contacts and channels rather than leaving conflicting messages in circulation.

Control the move and verify the result

On moving day, provide the agreed inventory, floor plan and contact details. Keep access and carrying routes available and refer scope changes to the nominated decision-maker. Record items sent to different destinations so they can be accounted for separately.

At delivery, check the placement and visible condition of goods against the inventory. Report discrepancies promptly and retain relevant records. Refer reconnection, testing and installation to the people responsible for those tasks.

Before reopening, check the business-critical requirements established at the start. If something is missing or a service is delayed, agree a practical contingency with its owner. Call us on 1800 500 584 to discuss your office inventory, access, responsibilities and timing.

Must every office move start six months ahead?

No. The guide's six-month start, four-to-five-month booking discussion and roughly one-month provider contact points are planning prompts, not universal lead times. Establish the actual availability and dependencies with the mover, building managers, IT team and utility providers. A smaller office may need less time, while a complex dependency may need earlier attention. Work backwards from the business's operational deadline and record what is confirmed. If notice is short, discuss feasibility without dropping essential access or technical preparation.

Does office transport include IT reconnection?

Do not assume so. Define furniture and equipment transport separately from data backup, shutdown, disconnection, installation, reconnection and testing. Assign the technical tasks to the responsible IT or service provider and coordinate its appointments with the moving window. Identify priority equipment and label devices and accessories to the destination layout. Keep the business's reopening criteria clear: equipment delivered into a room is not necessarily ready for staff use. Confirm the whole sequence before promising an operational date.

Who should direct delivery at the new office?

Nominate an authorised contact with the current inventory, labelled floor plan, building access information and contact details for other providers. That person should resolve ordinary placement questions and know who can approve or reassess a scope change. Departments can supply information, but conflicting instructions to the crew create unnecessary handling. If the collection contact differs, hand over the same records and special-item notes. Keep staff and visitors out of the active handling routes while delivery is under way.

What should the office inventory and floor plan include?

List furniture, equipment, records and accessories, noting dimensions, known weights and preparation needs for unusual items. Assign destination positions or work areas and use labels that match the floor plan. Identify goods being stored, disposed of or handled by another provider. Keep sensitive record contents controlled rather than exposing them in general carton labels. Share the practical register with the people packing and receiving, and revise it when departments change the load or layout.

How should I plan the business's reopening?

Define what must be complete for staff to work: access, essential furniture, systems, utilities and any required equipment checks. Give each dependency an owner and coordinate it with collection and delivery. Allow for staged setup if that is part of the agreed plan, and keep customer and staff communications consistent with confirmed readiness. Check delivered goods against the inventory, record concerns and follow up unfinished tasks. Do not treat the last truck unloading as automatic completion of the whole office move.