

IN ADVANCE OF MOVE

- Select your moving date and desired time-scale of project
- Assign a member of staff as a move co-ordinator
- Contact removal company to arrange full survey of both sites
- Communicate prospective plans to employees
- Order new phone/IT lines as required
- Check with local council and book parking suspensions as required
- Book crate delivery with your mover for advanced packing
- Colour code crates/furniture using stickers for each floor of premises
- Advise building managers of both properties regarding parking, loading bay access and use of lifts
- Arrange for disposal of old furniture, paperwork and computer equipment
- Send out change of address details to clients and suppliers
- Update website with new details accordingly

BEFORE MOVING DAY

- Arrange for computers to be backed up, packed up and installed
- Map out the new location and label plans as appropriate
- Distribute new keys / cards as appropriate
- Pack up desks, personal effects as required
- Label up crates and furniture

MOVING DAY

- Set up a " Lost and Found "
- Clean out old offices as required
- Liaise with project manager from move company and highlight any prioritisations
- **Ensure key areas/personnel are set up in good time, and keep coffee hot!**

CROWN HOUSE,
FAIRVIEW IND. PARK,
RAINHAM, ESSEX RM13 8UH
TEL: 0800 389 5486
FAX: 01708 521 524



"Fully Insured under Employers Liability And Public Liability Policies"

Company Registered in England No.4002589

Registered office: Suite D, The Business Centre, Faringdon Avenue, Romford, Essex RM3 8EN

ALSO:
SOUTHEND-ON-SEA
01702 208080
BRENTWOOD
01277 201020
CHELMSFORD
01245 347474