

Office and Commercial Checklist



Preparation in advance of the move

Get quotes from removal companies

Company	Contact	Email	Date	Quote
Perry Removals	0845 838 22 88	mail@perryremovals.com		

Arrange secure destruction of documents

Company	Contact	Email	Date	Quote
Perry Datashred	0845 838 22 88	mail@perryremovals.com		

Contact service providers – set up installation dates

Service	Action
Electricity	
Water	
Gas	

Service	Action
Telephones	
Mobiles	
IT	

Service	Action
Email	
Broadband	
Bank	

Insurances

Type	Action
Property	
Vehicles	

Type	Action
Commercial	
Liability	

Type	Action
Personal	
Personnel	

Change mailing addresses and phone numbers

Type	Action
Websites	
Social Media	
E-signatures	

Type	Action
Letterheads	
Business Cards	

Communicate move to

Type	Action
Employees	
Customers	

Type	Action
Suppliers	
Credit Card Companies	

Other

Service	Provider	Action
Pensions		
Health Care		
Council Rates		

Service	Action
DVLA	
TV & Licences	

To Do	Action
Schedule building/ conversion work	
Create staff moving committee	
Review floor plan	
Approve floor plan	
Schedule wiring/cabling	
Define phone equipment requirements	

To Do	Action
Order phone equipment	
Carry out building work	
Line up it resources for the move	
Identify location of printers and workstations	
Line up moving services	
Schedule phone software changes	

To Do	Action
Define printer and copier requirements	
Schedule office furniture delivery	
Install new office furniture	
Schedule the move	
Test printers	

Immediately before the move

To Do	Action
Complete wiring and cabling	
Install new phones/IT	
Provide packing instructions for employees	
Line up dept resources for the move	
Hire special movers for delicate equipment	
Modify network settings for the new premises	
Install dedicated power for copiers	
Assign moving day tasks to staff	

To Do	Action
Arrange mail redirection	
Check for working electricity and bathrooms in new location	
Remove all rubbish and recyclables	
Install dedicated power for copiers	
Ensure boxes are properly packed and labelled (sides/front of boxes)	
Modify network for new workstations	
Make phone software setup changes	

To Do	Action
Arrange for security passes for all staff	
Create moving guide for all staff	
Test new workstations and phones	
Remove all perishable food from fridge/freezers	
Clean kitchen equipment and unplug fridge/freezers the night before to defrost	
Disconnect all electronic equipment	
Empty fluid in photocopiers	
Moving date(s)	

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