



OFFICE MOVE CHECKLIST.

PLANNING GUIDE FOR YOUR WORKPLACE RELOCATION

Timelines are a guide. Larger moves (250+ staff) should start at the earlier end of each range, and phased moves may need extra lead time. Tick off items as you go.

6-12 MONTHS BEFORE

Strategy & Governance

- ☐ Appoint a move project lead and a cross-department steering group (IT, HR, Facilities, Finance, Comms).
- ☐ Confirm move date, budget and approval route; check lease end / break dates and dilapidations.
- ☐ Appoint your relocation partner, fit-out contractor, IT/telecoms provider and any specialist suppliers.
- ☐ Agree move objectives: headcount, desk ratios, hybrid working model, space standards.
- ☐ Obtain floor plans for new premises; confirm lift, loading bay and parking access and any booking restrictions.
- ☐ Inform landlord(s), building management and insurers of the planned move.
- ☐ Run a staff survey or workshops on working patterns, parking, travel and amenities to inform design.

3-6 MONTHS BEFORE

Planning & Design

- ☐ Finalise space plan and neighbourhood/department stacking; sign off furniture & layout.
- ☐ Decide what moves, what is replaced and what is disposed of (furniture, IT, archive); start a full asset register.
- ☐ Plan IT & comms migration: network, Wi-Fi, servers/cloud, phones, AV, security, printers; agree cutover dates.
- ☐ Book lifts, loading bays, parking suspensions and any permits (both sites); complete building induction requirements.
- ☐ Commission surveys: access, risk assessments, method statements, insurance certificates.
- ☐ Review archive and records; start paper reduction and confidential-waste or secure shredding plans.
- ☐ Plan for accessibility needs, wellbeing spaces, prayer/quiet rooms, location and cycle facilities.

8-12 WEEKS BEFORE

Communication & Logistics

- ☐ Launch staff communications: move timeline, FAQs, intranet page and named move contacts.
- ☐ Appoint a Floor/Department move champion for each team (approx. 1 per 20-25 staff).
- ☐ Agree phased move schedule by department or floor; identify critical teams needing zero downtime.
- ☐ Notify clients, suppliers, banks, HMRC/Companies House, utilities, insurers and the Post Office (redirection).
- ☐ Order new stationery, signage, branding, door/access passes, keys and parking permits.
- ☐ Confirm cancellation notices for old services and set-up dates for new ones (broadband, phones, waste, cleaning)
- ☐ Agree a contingency plan for disruption: weather, lift failure, late IT delivery, supplier delay.

4-6 WEEKS BEFORE

Preparation

- ☐ Issue move packs: labels (colour-coded by destination zone), crates, packing guidance and desk clearance rules.
- ☐ Staff to start decluttering desks, lockers and storage; remove personal items and return unused equipment.
- ☐ Disposal: arrange furniture/IT recycling, WEEE and data-secure disposal with certificates.
- ☐ Confirm IT readiness at new site: cabling tested, Wi-Fi live, equipment staged and tagged.
- ☐ Run a pre-move walkthrough at both sites with your relocation partner; agree route, access and protection of floors/lifts.
- ☐ Prepare health & safety, fire warden, first aider and evacuation plans for the new site.

1-2 WEEKS BEFORE

Final Checks

- ☐ Confirm final move schedule, floor plans and staff allocation lists issued to all Champions and staff.
- ☐ Back up all data; confirm cutover plan and rollback options with IT; label all equipment with new location.
- ☐ Staff to pack desks, label crates and clearly tag any items needing special handling (screens, art, plants).
- ☐ Arrange security, packing and lift booking for move days; brief building management and reception.
- ☐ Pack and move critical/high-value/confidential items under controlled arrangements.
- ☐ Plan staff welcome: induction, new site-map, travel info, parking/cycling guidance, and catering for move day.

MOVEDAY(S)

Delivery

- ☐ Move lead, Champions and supplier leads on site with agreed contact list and escalation route.
- ☐ Snagging sheet ready; check crates delivered to correct zones; supervise high-risk items.
- ☐ Confirm IT checks: network, phones, printers, access cards; helpdesk on hand for first-day issues.
- ☐ Final sweep of old premises: keys, access cards, meter readings, photographic record for landlord.

AFTER THE MOVE

Settle In & Close Out

- ☐ Collect and log snagging items; chase contractors and suppliers for resolution.
- ☐ Gather staff feedback within first 2 weeks; adjust seating, signage and services.
- ☐ Return keys and security passes; arrange final cleaning, reinstatement and landlord hand-back.
- ☐ Update address on website, email signatures, marketing, contracts, insurances and company records.
- ☐ Reconcile final costs; hold a lessons-learned review and update your asset register.

KEY CONTACTS & WORKSTREAM OWNERS

WORKSTREAM	NAME	PHONE	EMAIL
Move Project Lead			
IT & Telecoms			
HR & Staff Comms			
Facilities / Building Management			
Relocation Partner (Site Lead)			
Fit-out / Landlord Contact			
Finance / Procurement			

Tip: Keep one master owner per workstream (IT, HR, Facilities, Comms, Finance) and review progress weekly from 8 weeks out, then daily in the final week.

Let's Talk About Your Move.

CALL

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