



Guide to moving office

Six weeks before moving...

- Take accurate measurements of your new office space to help determine the layout out of your furniture and equipment.

Four Weeks Before...

- Get in touch with Britannia Sandersteads for a survey and quote to determine your needs.
- Book your moving date with us.
- If necessary, order new furniture that will be appropriate to the layout and environment of your new office.
- Arrange for new phone lines, internet connections and other communication systems – if you have an IT support company, they may be able to help.
- Research a security company to perform a survey of your new space, offering advice regarding the security systems you will require.

Three Weeks Before...

- Inform all utilities and service providers of your relocation, including:
 - Electricity suppliers
 - Gas suppliers
 - Bank/mortgage lenders
 - Internet providers
 - Telephone companies
 - Local councils
- Other people that will need to be made aware of your new address include:
 - Clients
 - Any IT support connected to your business
 - Maintenance/cleaning companies
 - Stationary companies
(for new letterheads, business cards etc.)

Two Weeks Before...

- Redirect all phone numbers (unless you have arranged to keep your existing ones).
- Organise a postal redirect for the move date.
- Have all internet, phone lines, electrical wiring and lighting put in place while the office is empty.

- Similarly, check all plumbing and kitchen/bathroom facilities are fully operational.
- If your move date changes, contact Britannia Sandersteads to arrange for storage of your furniture, computer equipment and files.

One Week Before Moving...

- Setup any newly purchased furniture and equipment so that it is ready.
- Arrange for Britannia Sandersteads to provide moving boxes and crates.
- Organise your IT support company's setup of all server components.

Two Days Before...

- Arrange for Sandersteads to dismantle all furniture and reassemble it in position at your new office.
- Have your staff empty their desk items into the crates ready for Sandersteads to move.
- Organise a final clean of your old office once cleared, and have your new one cleaned while it is still empty.

Moving Day...

- Make sure you have a detailed plan about where each department/staff team will be positioned in the new office, and direct the removals team accordingly when placing the crates and furniture.
- Let Sandersteads do all the hard work while your employees settle in to their new surroundings.