[Company name]

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Office Move Checklist

Moving from [old address] to [new address] - move date: [date]

8+ weeks before

- [ ] Move coordinator appointed: [name]
- [ ] New lease / licence signed; key dates confirmed
- [ ] Budget approved: [amount] [currency]
- [ ] Removal company quotes obtained (min 3); book [company]
- [ ] IT/telecoms provider notified; new lines ordered

4 weeks before

- [ ] Staff notified; seating plan shared
- [ ] Clients and suppliers notified of new address (effective [date])
- [ ] Mail redirection arranged with [postal service]
- [ ] Insurance updated for new premises
- [ ] Access cards / keys ordered for [number] staff
- [ ] Deep clean of old office booked

1 week before

- [ ] Final packing: label every box [room - owner - contents]
- [ ] IT backup completed and verified: [date]
- [ ] Fridge / kitchen cleared; perishables removed
- [ ] Confirm removal company arrival time: [time]

Move day

- [ ] Walkthrough of old office; photos taken
- [ ] IT equipment supervised during loading
- [ ] Keys / fobs collected from all staff at old site
- [ ] New office: check power, internet, water on arrival
- [ ] Essentials box unpacked first (kettle, first aid, chargers, cleaning)

After the move

- [ ] Update address everywhere: website, invoices, bank, insurers, suppliers
- [ ] Old office final clean and key handover: [date]
- [ ] Staff feedback collected; snag list raised with landlord
- [ ] Move file archived (contracts, receipts, photos)