**Ashford Business Services Ltd**

# Office Move Checklist

Moving from 14 Oakfield Road, Birmingham B17 9JH to 14 Oakfield Road, Birmingham B17 9JH - move date: 9 November 2026

## 8+ weeks before

- Move coordinator appointed: Sarah Mitchell
- New lease / licence signed; key dates confirmed
- Budget approved: £45.00 GBP
- 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 9 November 2026)
- Mail redirection arranged with postal service
- Insurance updated for new premises
- Access cards / keys ordered for 001 staff
- Deep clean of old office booked

## 1 week before

- Final packing: label every box room - owner - contents
- IT backup completed and verified: 9 November 2026
- Fridge / kitchen cleared; perishables removed
- Confirm removal company arrival time: 10:30 am

## 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: 9 November 2026
- Staff feedback collected; snag list raised with landlord
- Move file archived (contracts, receipts, photos)