



Office Moving Tips

Preparing for the Move:

In order to save time, make sure you are very familiar with your new location and offices. Know exactly how large (take measurements) the new rooms are. Notice any differences in shapes of the rooms or new furniture. You want to make sure your old or new desk, chairs, filing cabinets, etc. fit inside your new space. To make sure that everyone knows his or her new dimensions, a floor plan should be created before the move. This plan should include, by floor, location of employees, furniture, plants, and whatever else you are bringing to your new location. Make sure that every employee receives a copy of this plan and that you post them on the building on moving day. Being organized before the move will not only reduce the stress for the employees, but for the movers as well.

Correspond with Everyone:

Communication is key when it comes to a corporate move. Make sure that everyone (employees, landlords, movers, renters, etc.) is aware of every detail. They need to know the exact moving plan before the actual move. The less questions on the day of moving, the better. The movers need to be told exactly where each piece of furniture needs to be placed. If you have many desks that look the same, but belong to certain employees, make sure they know that they need to go in certain places. One way of helping out the mover is by using colored labels. All of the furniture that belongs on one floor can be labeled a certain color and you can even get more specific. Label colors and numbers to each employee. Labeling is a very important tool in moving offices. Be sure to label all equipment and furniture that is being moved. The label needs to be placed in spot that is very easily visible to the mover. The easier and more understandable you make the move to the mover, the faster the move will go. Time means money.

Supervisors:

It is your responsibility to have your staff follow the instructions in the Office Moving Guide. Be sure employees in your department or section receive an Office Moving Guide. Personnel will be functioning in the new offices on a normal basis immediately after reporting to work, if the move is properly preplanned.

Employees:

You will be responsible for your own packing of certain items before the actual move. Follow the instructions in the Office Moving Guide. They will be of assistance to you, not only before the move, but when you unpack in the new office.



Items Being Moved:

Any items inside of bookcases, shelves, desks, wall units, or cupboards should all be packed securely in boxes. Some filing cabinets do not need to be emptied. Just make sure that they are locked or securely fastened with string or heavy packaging tape. Check with your moving consultant on what filing cabinets may be moved full.

Personal Items:

The mover cannot be responsible for your personal possessions, such as legal papers, money, lighters, fountain pens, pictures, plants, etc. For your own protection, we suggest you move these items privately. If you need special containers, ask your Moving Consultant.

Desks:

Pack all contents. This includes current working papers, letter trays, books and other desk items. Seal paper clips, pencils and all other loose materials in envelopes and then pack them in boxes. Protect all glass with paper or other stuffing.

Security Files:

All files should be locked prior to moving. If security regulations require escorts, advise the Moving Consultant and he/she will make arrangements with the mover. Security files may then be consolidated.

Supply or Storage Cabinets:

Pack all contents in boxes. Cabinet doors should be locked or tied.

“Do Not Move”:

If items are not to be moved or if equipment and furniture are to be discarded, be sure to tag them with “Do Not Move” labels. This will eliminate any unnecessary expense.

Garbage:

Make sure that you throw away as much garbage as possible before the actual moving day. It is possible to get permission from the city to have industrial size dumpsters placed in front of the building if you have an excess amount of garbage to throw away. The more you throw away, the less you have to pack and haul with you. Make sure that nothing important gets thrown away.

Access to Floors Above Ground Level:

Be sure to examine the building before hand and be aware of all elevators. Make sure they are in working order and large enough to move the furniture. If there are no elevators, be sure to inform the moving company so they can come prepared.



Moving Electrical Machines:

Before moving any technological machines, make sure you know what you are doing. Many machines need to be handled certain ways. If you are renting any of your equipment, make sure you notify your rental company before the day of the move. Disconnect and dismantle computers properly. Make sure there is an employee that knows what he/she is doing when taking apart the equipment. Remove all fluids from the photocopy machines. There may be loose parts that can easily be lost, so make sure that all parts are securely fastened or put them in a separate box close by. Remove all items from the vending machines. Empty water from any water dispensers. Make sure to take extra notice to any machines that are dismantled. Items get lost very easily in a move.

Here's a simple checklist to make sure nothing gets left behind or overlooked:

- Desk empty?
- Supply cabinets cleared?
- File cabinets cleared?
- File drawers locked?
- Wall items taken down?
- Breakable items properly packed?
- Computers and other machines disconnected?
- "Do Not Move" tags placed?
- Liquids drained from equipment?
- Desk pads and chair pads labeled?
- Have a set of spare keys available.
- Make sure that your Internet connection is ready to go and that the phones and fax machines are working. The sooner you get back to work, the sooner you can continue working and making money.
- Make sure the electricity works.
- Make sure the bathrooms work.
- Don't forget to throw away (or use as scratch paper) any old stationary that has your old address on it and create new stationary with the new address on it.