

Office Move Checklist

Pre-Move Planning

	Person Responsible	Required By When	Any Dependencies?	Completed (Y/N + date)
Project Plan Produced & Agreed				
Staff Allocated Responsibilities				
Service Estimates Sourced				
Costs and New Service Providers Agreed				
Employee Notification Process Organized				
IT Infrastructure and Cabling				
Telephones				
Internet Access				
New Office Layout Agreed				
Health and Safety Considerations				
Removals Company / Van Rental Booked				
Confidential Waste Services (if req)				
Post Redirection (Royal Mail)				
Other:				
Other:				
Other:				
Other:				
All Items Completed? (Y/N)				

Post-Move Notifications

	Completed (Y/N +date)	SO or DD Set up (Y/N)		Completed (Y/N)	SO or DD Set up (Y/N)
Business Bank 1			Companies House		
Business Bank 2			Electricity		
Buildings Insurance			Gas		
Contents Insurance			Water		
Emp Liability Insurance			Business Rates		
Prof Liability Insurance			Key Suppliers		
Dir Liability Insurance			Clients		
Company Car Insurance			Website Updated		
Tax Office			Other:		
All Items Completed? (Y/N)					