

## **BUSINESS RELOCATION CHECKLIST**

Your office is bursting out of its seams and/or you are moving to a new location? A good step-by-step plan will make sure that everything runs smoothly. Our experts have drawn up this practical checklist for your company or office move.

### **9 months before moving day**

Congratulations on finding a new building!

Check the notice period in your current rental agreement. Notify the owner by registered letter.

Are adjustment tasks necessary at your old or new location? If so, plan them carefully to avoid any surprises.

Consult with the owner about when you can move into the new building.

### **3 months before moving day**

Sit down for a talk with the removal company. Draw up a realistic schedule for the moving days. Are you going to move during the week or in the weekend? Weekend moves pose less of an interruption to your normal activities, but are more expensive in terms of working hours. The Good Guys Group can advise you about which options suit your requirements and budget.

Discuss the order in which each department must be moved. The Good Guys Group will then decide the correct number of removal vans, ladder lifts and movers based on this information.

It's time to tell your employees. Choose the appropriate medium. It may be a letter or intranet. Don't forget that moving can be a source of stress and inconvenience for your employees. Clear communication will help to reassure everyone.

Inform your clients, suppliers and partners by letter or e-mail. Don't forget to inform suppliers of: beverage dispensers, plants, photocopiers or printers. Maybe this is a good time to renegotiate your contract and discuss (better) conditions?

### **2 months before moving day**

Decide with The Good Guys Group what has to be moved and what must be left behind. Moving is often the ideal opportunity for a thorough clean out.

Are you taking your archives with you? External archive storage may be a good solution. It saves you space and money, even if it is rented. The Good Guys Group has included professional archive storage in its service package. You can discuss this with our advisers.

Call a coordination meeting with your company's project manager and The Good Guys Group and put the following points on the agenda:

What is necessary for a smooth move? Decide together on the number of moving boxes and crates you will need. When must they be delivered? Does the furniture require specific protective materials?

It is best to number all moving boxes, furniture and equipment. Do this with labels that do not leave any traces of glue.

Number the different rooms, using the rules for numbering rooms in hotels (first figure indicates floor, second for room). Stick these numbers beside the doors and on furniture and equipment.

Who will disassemble and reassemble the furniture? This can be done by your own employees, but also by the furniture supplier or our movers.

No matter how careful you are, accidents can always happen. We therefore recommend that you take out an insurance policy against moving damage.

It may be necessary to store goods and archives temporarily during the move. The Good Guys Group can help you with this. We will make you an offer that matches your needs exactly.

Your IT infrastructure contains a wealth of information. Don't take any risks and make back-ups. Office equipment must be made ready for the move in good time. Do you have hired or leased equipment? If so, you will need written permission from the leasing company.

Plan the necessary appointments for connecting the infrastructure at your new location together with your IT department or external IT company.

### **1 month before moving day**

The guidelines and numbering may have been written down, but make sure that they are also laid down in the procedures. Also, determine the order in which everything will be unloaded so that everything arrives neatly at the right place.

Plastic crates are great for moving loose office articles such as calculators, telephones, computers, small paintings ... Especially for files and archive folders the plastic crates have file holders so that hanging folders can be packed and unpacked quickly.

Tape all moving boxes tightly both on the top and underneath. Don't overload moving boxes. Never fill them higher than the folding edge, so that they can be stapled quickly and safely.

After they have been marked, place the full boxes against a wall in the room and not on furniture or in cupboards. This keeps furniture accessible and easier to move.

Empty furniture, desks and file cabinets are easier to move than full ones. Is this a problem? The Good Guys Group can also move full cabinets. You must inform us of this clearly in advance.

Please also tell us in advance if heavy items or furniture that cannot be disassembled has to be moved.

Inform the following of your change of address:

- Municipal services
- Social Security
- Electricity supplier
- Gas Company
- Water Company
- Telephone Company
- The Post
- Subscription services of newspapers, magazines ...
- Federations and professional organizations
- All suppliers

Make sure there is sufficient parking space during the moving days. If you like, The Good Guys Group can arrange the necessary permits and a no parking zone with your municipal authorities. If you will be using a private car park, notify the users in good time.

### **1 day before moving day**

Get computers and office equipment ready to be moved:

Disconnect equipment and roll up cables

Secure computer memory modules if necessary

Remove toners and drawers from photocopying machines

Arrange for the cleaning firm to clean the rooms after you leave

### **Moving Day**

Arrive early. Appoint someone to be in charge of each department who will make sure that everything goes according to plan. The Good Guys Group will provide a project coordinator at both the old and new address. Make sure that there is adequate security to prevent burglaries and vandalism at both the old and new address.

Set up a small helpdesk to solve problems.

Entrances and exits must be free at all times during the move. Make sure that hallways and lifts are easily accessible.

## **After The Move**

Check that all the address changes have been passed on properly to:

Bank(s)

Insurance companies

Registration certificates for company cars

Also, inform the tax authorities

The Good Guys Group will collect all the empty boxes and crates after the move. Just contact us to set a date.

The job is completed and everything has gone well. Now is the time to organise a drink for all your employees. This will immediately create a good atmosphere so that your company can get back to work at full speed.