



# Checklist for relocating your business

Moving your business and all the associated IT services, equipment and facilities to a new location could be stressful - we minimise that stress with this helpful JasonL infographic. At JasonL we have moved over 500 business customers, and so we have a pretty good idea about what needs to go into a planned and positive move. Below are some of our tips.



## Assessment

First thing is first, you need a checklist. We have found a really good one [here](#) - importantly make sure you inventory all of your furniture and make a floor plan to decide where your new furniture is going and where your old one will be going. We also recommend Gray's Online as a way of clearing your old furniture. You need to assess the risks and hazards of moving, from lost data to potential injury. You should also assess the logistics of the operation.



## Plan

In order to have a successful office removals, you should have a detailed plan. When you create a plan, you should include key questions for the benefit of your business. You must have a clear schedule. It might take you a long time for the move so you should also prepare earlier.

- Let employees know as far ahead in advance as possible.
- Alert clients 1-3 months in advance.
- Update your website and social media profiles.
- Claim your new Google Local listings.
- Use trello to project manage your move.



## Budget

How much will your moving insurance cost? What about admin staff, packers, unpackers, painters (you will need some), cleaners and maybe pizzas for the delivery guys :)



## Stay organised

Use trello to separate your move into discreet units / cards of work with their own checklists. e.g. "pack boardroom" can be a task with checklist items being "disassemble boardroom table", "unplug electronics" - then you can separate the individual checklists into cards if the jobs prove to be too large and assign owners to each card. Finally, prioritise the cards in order of importance, and create columns for different states of the move e.g. "backlog", "pre-move", "moving time" and "moved"



## Clean Up

The clean up is important. You need to get your security deposit back, but you also need to clean your new space. Find a good office cleaning provider, that is well reviewed and recommended.

