



RAFFLES INTERNATIONAL OFFICE RELOCATION CHECK LIST ("RIORCL")

EIGHT WEEKS BEFORE

- Determine a time for the project move
- Obtain floor plan for the current office
- Obtain floor plan for the new office
- Determine the seating arrangements for the staff at the new office
- Determine the location of all shared equipment
- Review final plan space
- Obtain move quote
- Identify and confirm the mover
- Establish a move team in your office
- Establish the start and end date for the move

SIX WEEKS BEFORE

- Determine the responsibility of your move team
- Arrange meeting with your move team and the mover
- Identify a back-up plan for your move team
- Determine labelling/marking system
- Determine the departments that are to be moved on priority basis
- Finalize the seating arrangements at the new office
- Obtain moving IN/OUT permits from existing and new building management
- Apply for the internet and phone line transfer to the new office
- Evaluate and upgrade phone systems, internet and IT equipment



FOUR WEEKS BEFORE

- Establish an internal communication plan for employees
- Establish an external communication plan with the suppliers/vendors etc.
- Prepare inventory for equipment and furniture
- Identify items that are to be self-packed
- Identify location for storing the packing material
- Obtain a supply of packing materials and labels etc. from the mover
- Establish a time line for completion of the packing
- Notify all related parties, suppliers and vendors etc. of the change of address
- Arrange rubbish bins

ONE WEEK BEFORE

- Backup computers
- Dispose/remove unwanted items
- Distribute keys to the staff for the new office
- Ensure all suppliers, vendors have been notified of the change of address
- Confirm all renovation/repair works at the new office have been completed
- Ensure self-packing of items has been completed
- Arrange final briefing to the staff regarding the move
- Confirm with the movers all arrangements are set as scheduled

MOVING DAY

- Set up a holding area
- Confirm sufficient movers and trucks are available
- Confirm the move team are at the site
- Confirm all set in the new office to move in



POST MOVE DAY

- Check the number inventory received and confirm it tallies with the inventory at origin
- Check functionality of equipment
- Advise staff to unpack own (personal) items
- Break down cartons after unpacking and place at a central location for the movers to collect
- Send an e-mail to all department coordinators to confirm receipt of all the items