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## RAFFLES RELOCATION & MOBILITY

### OFFICE RELOCATION CHECKLIST

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VER.1.2.17

#### **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/marketing 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

Since every relocation is unique & different, Raffles Relocation do not guarantee everything you need to consider is on this list. Please do your own due diligence to ensure that items that may not be on this list are appropriately covered.

- 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