

## Office Removal

Moving office need not be a difficult experience. When you plan in advance and consult your removalist about the logistics of your move, you can make a very smooth transition with minimal disruption to your business.

**Ensure that all parties at the destination have been notified of your removal this includes Body Corporation, security, supervisors, etc.**

**Have one person who can supervise the removal who has access to the lifts, keys, security and information about your removal.**

### **Prepare your destination Floor Plan**

Plan a place for everything to go if similar items need to go into different rooms consider putting coloured stickers on items or tag furniture with a corresponding door number

### **Parking Facilities**

Check for any height restrictions for the truck. Are loading docks available for use?

Is a council permit required for street parking?

### **Access to the building and inside the building Are all doorways wide enough?**

Are the lifts big enough?

Are there any extremely heavy items (e.g. safes) to be moved?

Are there any extremely large items (e.g. conference tables, compactors) to be moved?

What lifts are available and do you need to book the lift and organise a curtain for the lift?

### **Plan your Packing**

Use mainly book cartons for easy lifting ensure that the packing cartons are not over-filled. Ensure that the top flaps remain level when folded closed.

Label each carton with the person's name, brief description of what is in the carton, room destination according to floor plan.

Is there any packing required for records, archives or libraries and do these need to be packed in sequential order.

Unpack bookcase files into cartons by numbering the bookcase number row then using the same information on the carton

Desks, bookcases and stationery cabinets, credenzas must be emptied completely and their contents packed. Lock or tape doors and drawers closed. Label these items according to destination floor plan.

Tape keys to the back of cabinets and or cupboards or placed into a plastic zip lock bag that one person has access to.

Lock or tape filing cabinets to prevent opening during transport. Tape keys to the surface of the cabinet or place with other keys in a zip lock bag.

Filing cabinets may be left un-emptied as follows:

4 drawer - empty the top 2 drawers

3 drawer - empty the top drawer

2 drawer - can remain full

### **Photocopiers & Computers**

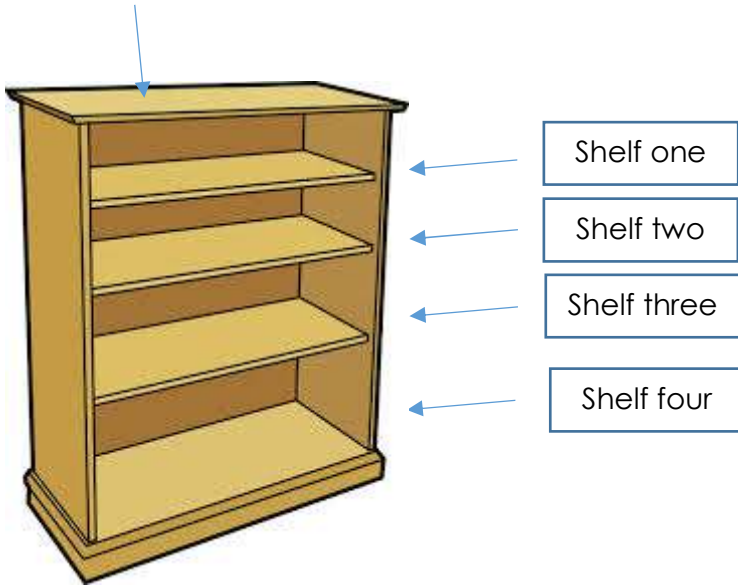
Check the manufacturers operating instructions, and carry out any preparation required. Check with your IT or printer specialist, they may prefer to move these items themselves.

Notify your customers, business partners, local governance service providers of your move

Organise cleaning of your uplift office rooms

Room Name: Filing Room  
Bookshelf No: 1

Label each bookshelf with tape or blue tack



You don't need to label each shelf as long as you know row one is the top or bottom shelf

<b>Room</b>	
<b>Bookshelf Number</b>	
<b>Box number</b>	
<b>Row Number</b>	