

HUBBLE

Office Move Checklist

New office address

Moving date

Primary organiser

STEP 1: 4 TO 6 WEEKS BEFORE MOVE

- Measure new office
- Complete inventory of furniture to move
- Create list of furniture to purchase
- Communicate with team about office move

STEP 2: 4 WEEKS

- Order furniture
- Review office planning and design
- Organise security company survey of new office
- Get firm removal quotes and contract firm
- Sort facilities for new office
 - Phone lines
 - IT & WiFi
 - Business rates
 - Electronics & cables

STEP 3: 3 WEEKS

- Confirm security company
- Get stationary quotes and confirm delivery date
- Create new office seating plan and forward to team
- Notify suppliers of leave date and address change
 - Groceries
 - Newspapers
 - Water cooler

Got questions? We can help!

Contact us at help@hubblehq.com or **+44 20 3608 0215**



STEP 4: 2 WEEKS

- Ensure phone lines, IT, WiFi, electronics, and cables will be in place
- Set up mail and phone forwarding
- Send informational email to team and define team move leads
- Confirm movers and packing service

STEP 4: 1 WEEK

- Packing plan defined and staff informed
- Packing boxes delivered and team to start packing
- Send change of address notifications
- Send change of phone number notifications
- Confirm suppliers eg. groceries, newspapers, water coolers
- Confirm movers or moving vehicle
- Furniture delivered to new office
- Organise cleaners for old office

STEP 5: MOVING DAY & POST MOVE

- Ensure team is informed of moving schedule
- Organise key fobs and access
- Set calendar notification to remind team of where they work

ADDITIONAL NOTES

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