



3-4 Months before the move

- Construct a list itemizing tasks – this is important to keep track of what you're going to do.
- Pick a move coordinator – choosing a good one will make all the difference.
- Choose a lay out at the new site
- Decide on a budget – make sure you know how much you are willing to spend.
- Pick out the moving day
- Instruct hired moving employees on plans you want followed
- Pick out contractors – again, choosing a good one will make all the difference.
- Acquire permits
- Have new phone numbers and fax numbers setup for the new site
- Hire a professional moving company – this one goes without saying; choosing a good one will make all the difference.
- Employ a professional cleaning service
- Buy labels with your new address
- Get Internet access setup for the new site

Dawn's Office Relocation Check List



- Assess and upgrade your telephone arrangement
- Get more phone lines hooked up
- Assess server room necessities – if you have a systems administrator on your team, let him or her handle this one.
- Map out a layout for the office space
- Buy new furniture i.e. desks and chairs.

1 Month before the move

- Designate which employee gets what space at the new site
- Eradicate unnecessary junk and clutter
- Alert vendors and customers to the change of address
- Update the company's webpage
- Get insurance appraisal and quotes for the new site
- Make arrangements for the copy machine to be moved or purchase a new one
- Obtain a security and alarm system as well as closed circuit television
- Get keys and access cards ready
- Conduct inventory on computers and furniture
- Lock up possessions that won't be moved in storage facilities
- Acquire packing supplies for the move
- Pack items found in common areas
- Mark all wall pieces and have them moved to the new site
- Establish your new telephone system and systems furniture at your new site
- Give out the new phone numbers and extension lines
- Obtain necessary utilities
- Alert the post office about your new location's address
- Buy updated stationary
- Delegate employees to guide the movers

One Week before the move

- Map out the new area

Dawn's Office Relocation Check List



- Pack up all necessary items
- Turn off all systems
- Put proper labels on all boxes according to their respective destinations
- Back up all the information on the computers
- Re-examine your new surroundings
- Hand out new keys and access cards
- Alert clients about your unavailability
- Carry out all last-minute chores

Day of the move

- Don't have too many employees in either of the 2 offices
- Make sure there is food ready for everyone who is contributing to the move
- Hang up coded signs at the new site for the professional moving company
- Guard the routes frequently used by the movers
- Configure a "lost and found" carton
- Clean the old site thoroughly
- Gather any old keys and access cards

SIT BACK AND RELAX, if Dawn International Relocation Pte Ltd. is doing your packing.