

You've already found your new offices – now you just need to move in. This is particularly exhausting work. Good organisation doesn't make the move a pleasure, but it can make it significantly easier. Moving a company begins weeks before the actual moving day. The following schedule shows you what actions you should take, and when.

12 weeks before moving day

- Obtain the office plan and order any additional office furniture
- Book your IT specialists

12-8 weeks before moving day

- Hire a removal firm
- Dispose of items that are no longer needed
- Arrange cleaning of the old offices

4-3 weeks before moving day

Inform the following about the forthcoming move:

- Bank
- Electricity company
- Home deliveries (drinks, office supplies etc.)
- Post office (redirection)
- Tax office
- Customers and suppliers
- Water company
- Magazines / newspaper subscriptions, etc.
- Prepare a definitive furniture plan
- Change letterhead, stamps and business cards

1st TIP
Clear out and discard
at an early stage.

2nd TIP
Communicate new
address by post or
email.

3-2 weeks before moving day

- Organise the move
- Carry out initial maintenance
- Order packaging materials from the removal firm
- Proper disposal of documents that are no longer required („Reisswolf“)
- Pack archive documents that are no longer required
- Organise disconnect and connect of telephone

One week to 3 days before moving day

- Book parking places for the removal vans (the removal company will be happy to help)

The day before

- Prepare IT equipment ready for transport
- Pack office documents and label according to the new office plan
- Label office furniture according to the new office plan
- Possible disassembly of office furniture by the removal firm
- Takeover report for the new offices

The big day

At the old location:

- Pack any remaining goods to be moved
- Work with the removal team and arrange the removal process
- Disassemble remaining furniture
- Clean up yourself or arrange cleaning
- Prepare handover report
- Give back the keys, claim deposit reimbursement

At the new location:

- Ensure good lighting
- Put up furniture plan and office plan for the removal team
- Employees unpack and put away documents
- Final tour with removal team
- Label letterbox and doorbell
- IT technical control check

3rd TIP
Possible food / drinks
for the removal team.

4th TIP
Go out for dinner and
enjoy it.