



Ultimate Office Move Checklist



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Checklist item		Actions	Timeline
☐	Review your existing office lease	Check the notice period, break clauses, reinstatement obligations, and requirements for leaving the existing office space.	6–12 months before
☐	Set your budget	Account for property costs, professional movers, fit-out work, furniture, IT, storage, and potential disruption.	6–12 months before
☐	Decide how much office space you need	Consider employee numbers, future growth, hybrid working arrangements, storage, and shared facilities.	6–12 months before
☐	Choose a new office location	Assess accessibility, transport links, parking, nearby amenities, and proximity to employees and customers.	6–9 months before
☐	Decide on a moving timeline	Set the moving date and establish deadlines for each stage of the office relocation.	4–6 months before
☐	Create a relocation committee	Select representatives from relevant departments.	4–6 months before
☐	Appoint an office-move project manager	Give one person responsibility for overseeing the budget, schedule, suppliers, and wider moving team.	4–6 months before
☐	Create a detailed floor plan	Map out workstations, meeting rooms , collaborative areas, storage, and shared facilities.	3–4 months before
☐	Confirm the office layout and collaborative spaces	Ensure the layout plan supports employee requirements and preferred ways of working.	3–4 months before
☐	Decide what to move, replace, or declutter	Review your existing furniture, documents, equipment, and office supplies.	3–4 months before

☐	Create an inventory of office equipment and supplies	Record the condition, destination, and responsible owner of important items.	2–3 months before
☐	Prepare your new office space	Arrange any necessary repairs, decorating, cabling, flooring, or fit-out work.	2–3 months before
☐	Arrange office furniture and equipment	Order new items and arrange for existing furniture and equipment to be relocated.	2–3 months before
☐	Set up IT equipment and phone systems	Plan internet connectivity, hardware installation, data migration, telephone services, and system testing.	6–12 weeks before
☐	Arrange packing services and temporary storage	Book professional packing support and storage facilities where required.	6–8 weeks before
☐	Coordinate professional movers and suppliers	Confirm availability, costs, moving requirements, delivery schedules, and contact details.	6–8 weeks before
☐	Confirm access, parking, and essential services	Check building access, utilities, security, waste collection, deliveries, and parking arrangements.	4–6 weeks before
☐	Prepare employees for the upcoming move	Share the moving date, new-office information, packing instructions, travel details, and individual responsibilities.	4–6 weeks before
☐	Notify key stakeholders and local partners	Inform landlords, service providers, insurers, banks, partners, and other relevant contacts.	2–4 weeks before
☐	Share your new office address with customers and suppliers	Explain when the new address will take effect and whether services will be temporarily affected.	2–4 weeks before
☐	Prepare updates to your website and contact details	Schedule changes to your website, email signatures, directories, stationery, and marketing materials.	1–2 weeks before

☐	Confirm responsibilities with the moving team	Make sure everyone understands their role, schedule, and main point of contact.	1–2 weeks before
☐	Arrange parking permission if needed	Reserve loading bays and obtain any parking permission required at both locations.	1–2 weeks before
☐	Pack personal belongings, non-essential equipment, and furniture	Label boxes clearly with their contents, owner, and destination in the new office.	1–2 weeks before
☐	Back up essential business data	Confirm that important files and systems can be recovered if equipment is damaged or disrupted.	1–2 days before
☐	Complete final packing and checks of the old office	Confirm that everything is packed, labelled, documented, and ready for collection.	1–2 days before

During the Move

Checklist item		Actions	Timeline
☐	Manage access to both office locations	Make sure movers, employees, suppliers, and contractors can enter the correct buildings.	Start of moving day
☐	Confirm responsibilities with the moving team	Brief everyone on the schedule, safety requirements, and access arrangements.	Start of moving day
☐	Monitor the moving-day plan	Track progress and coordinate movers, suppliers, contractors, and internal teams.	Throughout moving day
☐	Oversee furniture and equipment installation	Check that items are delivered to the correct areas and assembled according to the floor plan.	Throughout moving day
☐	Test IT systems, phone lines, and essential services	Check internet access, hardware, software, phones, utilities, security, and other critical systems.	As systems are installed
☐	Keep employees informed	Communicate progress, delays, access issues, and any changes to working arrangements.	Throughout the move
☐	Complete a final check of the old office	Check every room, record damage, take meter readings, collect keys, and confirm that nothing has been left behind.	End of moving day
☐	Make new contact details live	Publish the new address on your website, email signatures, and relevant online channels.	On moving day

After the Move

Checklist item		Actions	Timeline
☐	Check that the new workspace is fully operational	Inspect workstations, meeting rooms, technology, utilities, security, and shared facilities.	First working day
☐	Welcome your employees to the new office	Provide an orientation covering facilities, access, safety procedures, and shared spaces.	First working day
☐	Resolve urgent outstanding issues	Address missing items, damaged equipment, access problems, and technical faults that could disrupt operations.	First 1–3 days
☐	Update Companies House and official records	Change your registered office address and update HMRC, licences, insurance policies, and other relevant records. Companies House must be informed within 14 days of the change .	Within 14 days
☐	Confirm all business-address updates	Check that your website, directories, stationery, marketing materials, and supplier records show the correct address.	Within 1–2 weeks
☐	Resolve remaining outstanding issues	Record and address minor defects, incomplete work, misplaced items, and supplier queries.	Within 2–4 weeks
☐	Complete a post-move evaluation	Gather employee feedback and review the budget, schedule, supplier performance, and lessons learned.	2–4 weeks after
☐	Plan an office-warming party	Celebrate the relocation with employees, customers, and partners.	2–6 weeks after