

99 Actions for an Office Move!

Item	Activity	Suggested responsibility	Suggested weeks to move
1	Initial Meeting with Project Team (Build PM, Architect, Business rep, HR, IT, Comms)	Client/Move Manager	14
2	Set up & publish Relocation Meeting timetable	Client/Move Manager	14
3	Move Manager site visit to New Site	Client	14
4	Agree Countdown & Communication Policy	Client/Move Manager	12
5	Appoint "Move Champions"	Client	11
6	Agree archive process and policy	Client/Move Manager	11
7	Initiate offsite archiving	Client/Move Manager	11
8	Agree Block & Stack of departments and freeze	Client	9
9	Agree system for numbering plans	Client/Move Manager	9
10	Freeze on all moves in present location	Client	9
11	Prepare Removal Specification	Move Manager	8
12	Agree Removal Specification with client	Client	8
13	Issue request for names of staff moving	Client	8
14	Publish Move Schedule	Move Manager	8
15	Filing Audits & Move Champion questionnaires	Move Manager	8
16	Receipt/produce numbered floor plans	Client	8
17	Initiate file pruning & rubbish clearance	Client/Move Manager	8
18	Agree Move Schedule	Client/Move Manager	7
19	Removal contractor Walk round	Client/Move Manager	7
20	Agree change request process	Client/Move Manager	7
21	Issue of report on filing audit and launch of any further clear downs	Client/Move Manager	7
22	Agree system for disposal/archive of paper files	Client/Move Manager	7
23	Arrange recycling bins, waste bins etc as required for clear downs	Client/Move Manager	7
24	Agree label colour code by move date, building & floor	Move Manager	7
25	Move Instruction text finalised	All	7
26	Move bags for personal items agreed	Client/Move Manager	7
27	Agree Welcome Pack and Starter Pack contents and format	Client	7
28	Evaluate Removal Contractor Tenders	Move Manager	7
29	Appoint Removal Contractor	Client	7
30	Agree type of filing / IT crates to be used	MM/RemCon	6
31	Delivery of all labels	RemCon	6
32	Review of access and egress to all sites & site protection requirements	MM/RemCon	6
33	Draft Welcome Pack and Starter Pack	Client/Move Manager	6
34	Agree Move Manager handover process	Client/Move Manager	6
35	Confirm cabinet specification and fittings	Move Manager	6
36	Agree IT relocation process	IT/Move Manager	6
37	Agree relocation procedure for items needing tracking	Move Manager	6
38	Finalise Welcome Pack and Starter Pack	Client/Move Manager	6
39	Countdown bulletins	Client/Move Manager	5
40	Reconciliation of current versus new filing	Move Manager	5
41	Names to move to be returned	Client	5
42	Change Control process activated	Client/Move Manager	5
43	Filing re-audit	Client/Move Manager	5
44	Confirm DSE training for new chairs and furniture where required	Client	5
45	Filing allocation schedule drawn up	Client/Move Manager	4
46	Agree shutdown times on move day for each department/site	Client	3
47	Final Freeze of relocation list	Client	2
48	Agree move weekend escalation process	Client	2
49	Finalise Day 1 arrangements	Client	2
50	Agree level of pre and post move support from all project teams	Client	2
51	Filing allocation agreed	Client/Move Manager	2
52	Book holding areas for crates	Move Manager	2
53	Review any 3rd party relocation requirements for specials	Move Manager	2
54	Confirm Health & Safety and Emergency Procedures over move weekend	Client	2

99 Actions for an Office Move!

Item	Activity	Suggested responsibility	Suggested weeks to move
55	Notification to nearby residents regarding possible noise during move	Client/Move Manager	2
56	Final Move Champion Meeting	Move Manager	1
57	Confirm loading bay, goods lift and security requirements & book resources	Client	1
58	Personal move labels, move bags & instructions issued	Move Manager	1
59	Finalise security arrangements	Client/Move Manager	1
60	Finalise Lift standby arrangements	Client/Move Manager	1
61	Finalise weekend cleaning arrangements	Client/Move Manager	1
62	All names for on site/access list to be provided to Move Manager	All	1
63	Production of Welcome Pack and Starter Pack	Client/Move Manager	1
64	Filing labels produced	Move Manager	1
65	Label specials & IT	Client/Move Manager	1
66	Label filing	Client/Move Manager	1
67	Schedule site H&S inductions	Client	1
68	Create car parking permits if required	Client	1
69	Create access control cards	Client	1
70	H&S Inductions	Client	1
71	Delivery of filing and IT crates	RemCon	1
72	Premove clean on new desks and cabinets	Client/Move Manager	Week of move
73	Green light meeting	All	Week of move
74	Deep clean of new site after/on PC	Project Mgrs	Week of move
75	Security/vending passes: production, photos, issue	Client	Week of move
76	Pre Move Briefings to staff	Move Manager	Week of move
77	Completion of signage at new Site	Project Mgrs	Week of move
78	Key Players Meeting	Move Manager	Week of move
79	Issue of Final Activity Schedule, Onsite/Access List & On Call List	Move Manager	Week of move
80	Issue of on site list to Security	Move Manager	Week of move
81	Pre move assistance & helplines	Move Manager	Week of move
82	Produce and put up Site Preparation (Desk & Cabinet sheets, marked floor plan)	Move Manager	Week of move
83	Site condition survey at New (and old if required) Site	MM/RemCon	Week of move
84	Bulk filing packing	RemCon	Week of move
85	Shutdown of IT/staff go home	Client	Move W.end
86	Walkthrough of areas moving with MCs to ensure readiness to move	Move Manager	Move W.end
87	Site Protection laid	RemCon	Move W.end
88	Move supervision	All	Move W.end
89	Checkpoint meetings	Move Manager	Move W.end
90	All IT and filing crates removed	RemCon	Move W.end
91	End of move snag	Client/Move Manager	Move W.end
92	Post move clean of New Site	Client	Move W.end
93	Staff unpacking of an personal items	Client	1st Week
94	Floor walkers & meet & greet service	Client/Move Manager	1st Week
95	Post move help line	Client/Move Manager	1st Week
96	Day 1 DSE Assessments	Client	1st Week
97	Snagging Meeting at end of Day 1	Client	1st Week
98	Post Move Review & lessons learnt to take forward to next phase if app	Client	2nd Week
99	Move Manager handover to client & debrief document	Move Manager	2nd Week