

## Office Moving Tips for East & West Molesey

To make it easy as possible to complete your office move with as little stress as possible, we've put together some useful tips for you to follow.

**Tip 1** Undertake a space plan of your new office, check this through with your staff and make sure it is available on the day for your removal men.

**Tip 2** Colour code the new office by both area and by staff and label the boxes and crates accordingly. On the day of the move print out a series of A4 colour sheets and sellotape them to the appropriate areas in the new office.

**Tip 3** Check with IT/ printer/ photocopier companies that there aren't special requirements for moving their equipment. Sometimes you are required to remove cartridges or drain fluids.

**Tip 4** Measure your largest furniture and equipment and do a dry run through the doors, stairs and lifts at both ends. It may require taking doors off or dismantling furniture to get a particular item moved. Better to be prepared than face it on the day?

**Tip 5** Reserve parking with the local authority. Details can be found on the House Moves page.

**Tip 6** Hire plastic crates for the move. These are the simplest and easy way to store most office equipment.

**Tip 7** Buy plenty of bubble wrap for the computers. Make sure that the computer leads are taped to the individual computers.

**Tip 8** If you are in a shared office, advise both the janitor and neighbouring offices beforehand. You may be monopolising the stairways or the lift and by advising them in advance you are more likely to get their sympathy rather than frustration.

**Tip 9** Remove heavy items from filing cabinets and drawers. Secure the drawers with thick tape before removal.

**Tip 10** Label everything that you are not moving with DO NOT MOVE or RUBBISH and put to one side of the office.

**Tip 11** Contact your local utilities and make sure that you move the service to the new offices.

**Tip 12** Defrost the fridge/freezer in advance.

**Tip 13** Make sure you have an expert that is ready to rewire the computers at the other end.