

PERRY OFFICE & COMMERCIAL

PREPARATION IN ADVANCE OF THE MOVE

GET QUOTES FROM REMOVAL COMPANIES

COMPANY	CONTACT	EMAIL	DATE	QUOTE
PERRY REMOVALS	0845 838 22 88	mail@perryremovals.com		

ARRANGE SECURE DESTRUCTION OF DOCUMENTS

PERRY DATASHRED	0845 838 22 88	mail@perryremovals.com		

CONTACT SERVICE PROVIDERS - SET UP INSTALLATION DATES

SERVICE	ACTION	SERVICE	ACTION	SERVICE	ACTION
ELECTRICITY		WATER		GAS	
TELEPHONES		MOBILES		IT	
EMAIL		BROADBAND		BANK	

INSURANCES

TYPE	ACTION	TYPE	ACTION	TYPE	ACTION
PROPERTY		VEHICLES		LIABILITY	
COMMERCIAL		PERSONAL		PERSONNEL	

CHANGE MAILING ADDRESS AND PHONE NUMBERS

WEBSITES		SOCIAL MEDIA		E-SIGNATURES	
NEW LETTERHEAD		NEW BUSINESS CARDS			

COMMUNICATE MOVE TO:

CUSTOMERS		SUPPLIERS		EMPLOYEE INFORMATION	
		CREDIT CARD COMPANIES		MEMO TO RELOCATING EMPLOYEES	
SERVICE	PROVIDER	ACTION	SERVICE	PROVIDER	ACTION
PENSIONS			HEALTH CARE		
COUNCIL RATES			TV & LICENCES		
CHANGE OF ADDRESS			CUSTOMERS		
SCHEDULE BUILDING/CONVERSION WORK			CARRY OUT BUILDING WORK		INSTALL NEW OFFICE FURNITURE
CREATE STAFF MOVING COMMITTEE			LINE UP IT RESOURCES FOR THE MOVE		APPROVE FLOOR PLAN
REVIEW FLOOR PLAN			IDENTIFY LOCATION OF PRINTERS AND WORKSTATIONS		IDENTIFY LOCATION OF PRINTERS AND WORKSTATIONS/ALLOCATE NUMBERS
APPROVE FLOOR PLAN			LINE UP MOVING SERVICES		SCHEDULE THE MOVE
SCHEDULE WIRING/CABLING			SCHEDULE PHONE SOFTWARE CHANGES		TEST PRINTERS
DEFINE PHONE EQUIPMENT REQUIREMENTS			DEFINE PRINTER & COPIER REQUIREMENTS		
ORDER PHONE EQUIPMENT			SCHEDULE OFFICE FURNITURE DELIVERY		

IMMEDIATELY BEFORE THE MOVE

COMPLETE WIRING AND CABLING		ARRANGE MAIL REDIRECTION		CREATE MOVING GUIDE FOR ALL STAFF	
INSTALL NEW 'PHONES/IT		CHECK FOR WORKING ELECTRICITY AND BATHROOMS IN NEW LOCATION		TEST NEW WORKSTATIONS AND 'PHONES	
PROVIDE PACKING INSTRUCTIONS FOR EMPLOYEES		REMOVE ALL RUBBISH AND RECYCLABLES		REMOVE PERISHABLE FOOD FROM FRIDGES/FREEZERS	
LINE UP DEPT RESOURCES FOR THE MOVE		INSTALL DEDICATED POWER FOR COPIERS		CLEAN KITCHEN EQUIPMENT AND UNPLUG FRIDGE/FREEZERS THE NIGHT BEFORE TO DEFROST	
HIRE SPECIAL MOVERS FOR DELICATE EQUIPMENT		ENSURE BOXES ARE PROPERLY PACKED AND LABELLED (SIDES/FRONT OF BOXES)		DISCONNECT ALL ELECTRONIC EQUIPMENT	
MODIFY NETWORK SETTINGS FOR NEW PREMISES		MODIFY NETWORK FOR NEW WORKSTATIONS		EMPTY FLUID IN PHOTOCOPIERS	
INSTALL DEDICATED POWER FOR COPIERS		MAKE 'PHONE SOFTWARE SETUP CHANGES		MOVING DATE(S)	
ASSIGN MOVING DAY TASKS TO STAFF		ARRANGE FOR SECURITY PASSES FOR ALL STAFF			