



OFFICE REMOVAL CHECKLIST

Do it right the first time!

Moving office is different from moving home, we have composed a list of the most important things we believe you should take into account when planning your relocation, these can be split into three sections, namely:

REMOVAL COMPANY

- Contact a professional removal company at least one month before your relocation.
- Have a consultant come out and assess your requirements, information that you should have available for the consultant would be:
 - Access at both premises for large vehicles.
 - How many floors/ sections are being moved.
 - The time frame and duration that your company has available for the relocation.
 - The packing and removal dates that you have in mind.
 - Access to lifts/staircases.
 - Packing and wrapping requirements.
Any abnormal items to be transported (safes, zipper cabinets, boardroom tables, reception counters).
 - Dismantling and reassembly requirements.
 - A clear list of items not being moved (such as rented printers, pot plants, drinking fountains or servers should your IT department be moving them separately).
 - Building specific health and safety requirements (such as PPE or other safety items).

Your consultant will have a wealth of experience which they will share you in order to ensure that the timeline and planning for the removal is realistic and efficient!

CHANGE OF ADDRESS AND SERVICE NOTIFICATION

- | | |
|---|---|
| <input type="checkbox"/> Transfer phone lines. | <input type="checkbox"/> Equipment on load/lease. |
| <input type="checkbox"/> Transfer post box numbers. | <input type="checkbox"/> Photocopy machines. |
| <input type="checkbox"/> Inform SARS. | <input type="checkbox"/> Fire hydrant contracts. |
| <input type="checkbox"/> Inform local post office. | <input type="checkbox"/> Vending/Hydration machines. |
| <input type="checkbox"/> Inform rates office. | <input type="checkbox"/> Cleaning services. |
| <input type="checkbox"/> Inform customers. | <input type="checkbox"/> Magazine and newspaper deliveries. |
| <input type="checkbox"/> Inform creditors. | <input type="checkbox"/> Security companies. |
| <input type="checkbox"/> Inform associated partner. | <input type="checkbox"/> Access control. |
| <input type="checkbox"/> Plan signage removal. | <input type="checkbox"/> Potplant maintenance. |



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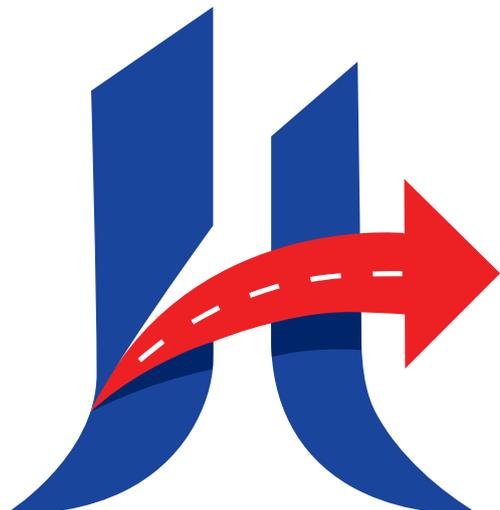
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INTERNAL OFFICE MOVING STRATEGIES

While your consultant will assist you in ironing out a lot of the folds around the process of office moving we have provided you with a couple of strategies and ideas that you can follow to make the process easier:

- Have floor plans of both sites readily available for planning.
- Make use of clearly marked labels and colour coded stickers to distinguish between departments and floors, by marking items to correspond with the clearly marked rooms at the new premises, you will save a lot of time and effort during the relocation.
- Designate a "lost and found" section at the new premises for any items that may arrive unmarked.
- Provide staff with a box allowance, and ensure that they are packed up well in advance.
- Ensure that you leave enough "down time" for dismantling and reassembly.
- Should you have unused documents, consider offsite storage, ask your removal company to assist.
- Pre order packing material.
- Have your removal consultant provide you with packing tips for your employees, this will ensure that boxes are packed correctly.
- Ask the removal company to include an after service remedial team in their quotation, this will allow you to have assistance in moving around any items that may not fit into their new spot as planned after the relocation has taken place!

Communication is key to a successful office removal, by planning out an effective strategy, you will ensure that your removal takes place as seamlessly as possible.



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