



# Relocation Overview Checklist

Anyone who has moved offices before will tell you that moving isn't as simple as shifting everything from the old office into the new one. In order to alleviate the stresses inherent with moving, Synapse IT has created a checklist for you to follow during each stage of the moving process.

If you would like further assistance during your move, call Synapse IT on 1300 903 405, we'd be happy to assist you.

Planning The Move (4-8 weeks before)

TASK	COMPLETE?	NOT APPLICABLE
Select a date for the move. Moving Date: _____	<input type="checkbox"/>	<input type="checkbox"/>
Notify all staff members of the move	<input type="checkbox"/>	<input type="checkbox"/>
Book a moving company _____ # _____	<input type="checkbox"/>	<input type="checkbox"/>
Plan and book for IT department to move:		
- Internet connection _____ # _____	<input type="checkbox"/>	<input type="checkbox"/>
- Phone line installation _____ # _____	<input type="checkbox"/>	<input type="checkbox"/>
- Phone systems _____ # _____	<input type="checkbox"/>	<input type="checkbox"/>
-Servers _____ # _____	<input type="checkbox"/>	<input type="checkbox"/>
-Computers _____ # _____	<input type="checkbox"/>	<input type="checkbox"/>
Compile a list of people and businesses you will need to notify once you have moved into your new office. Eg Bank, post office, vendors, internet and software suppliers, ATO, ASIC, Workcover, Insurance.	<input type="checkbox"/>	<input type="checkbox"/>
Create a floorplan for your new office		
-Desk layouts _____ -Storage/inventory _____	<input type="checkbox"/>	<input type="checkbox"/>
-Location of communal equipment _____ -Meeting spaces _____		
-Power outlets _____		
-Data points _____		
Identify and arrange fit out of new office. Painting, carpeting, partitions, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Inventory current office equipment	<input type="checkbox"/>	<input type="checkbox"/>



# SYNAPSE IT CONSULTANTS

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TASK	COMPLETE?	NOT APPLICABLE
Organise rubbish removal	<input type="checkbox"/>	<input type="checkbox"/>
Organise final clean of current space	<input type="checkbox"/>	<input type="checkbox"/>
Ensure your computer servers have the following requirements -Adequate cooling -A secure space with enough room -Adequate lighting	<input type="checkbox"/>	<input type="checkbox"/>

TASK	COMPLETE?	NOT APPLICABLE
Check if your new office is fully secure, organise a locksmith to change locks of your new office if necessary.	<input type="checkbox"/>	<input type="checkbox"/>
Organise insurance for the new office	<input type="checkbox"/>	<input type="checkbox"/>
Create a key register	<input type="checkbox"/>	<input type="checkbox"/>
Organise any parking and security passes for staff	<input type="checkbox"/>	<input type="checkbox"/>
Test all phone lines and ensure data services are working as they should be	<input type="checkbox"/>	<input type="checkbox"/>
Notify clients, partners and suppliers about possible moving disruptions	<input type="checkbox"/>	<input type="checkbox"/>
Advise staff of office parking and public transport options at new office	<input type="checkbox"/>	<input type="checkbox"/>
Arrange for staff to visit new site for pre move familiarisation purposes	<input type="checkbox"/>	<input type="checkbox"/>
Dismantle and label furniture	<input type="checkbox"/>	<input type="checkbox"/>
Create a packing plan -Organise cartons -Label delicate and fragile boxes	<input type="checkbox"/>	<input type="checkbox"/>
Advise all creditors of the move	<input type="checkbox"/>	<input type="checkbox"/>
Order new stationary with the new address	<input type="checkbox"/>	<input type="checkbox"/>
Connect water and power at the new office	<input type="checkbox"/>	<input type="checkbox"/>

TASK	COMPLETE?	NOT APPLICABLE
If not already done so, hand a copy of your floor plan to the furniture movers so they know exactly where to put furniture.	<input type="checkbox"/>	<input type="checkbox"/>
Distribute new office keys and parking/security passes to employees	<input type="checkbox"/>	<input type="checkbox"/>
Get your calls diverted to your new office	<input type="checkbox"/>	<input type="checkbox"/>
Set up IT equipment	<input type="checkbox"/>	<input type="checkbox"/>
Reassemble furniture	<input type="checkbox"/>	<input type="checkbox"/>



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## The Days Following The Move

TASK	COMPLETE?	NOT APPLICABLE
Confirm rubbish left at your old office has been removed	<input type="checkbox"/>	<input type="checkbox"/>
Ensure the following services have restored your old office back to original condition (if required) - Painter - Handyman - Carpenter - Cleaner	<input type="checkbox"/>	<input type="checkbox"/>
Check equipment against inventory	<input type="checkbox"/>	<input type="checkbox"/>
Update your address on the internet (your website, Google maps , Yellow pages etc)	<input type="checkbox"/>	<input type="checkbox"/>
Cancel old phone lines and internet connection at your old office	<input type="checkbox"/>	<input type="checkbox"/>
Purchase new equipment	<input type="checkbox"/>	<input type="checkbox"/>
Return keys to agent	<input type="checkbox"/>	<input type="checkbox"/>

If you found this checklist helpful, you may be interested in one of our three moving packages:

Mover's Guide	Mover's Workshop	Full Mover's Service
Receive a copy of our comprehensive guide to relocating offices	Receive a one-on-one consultation to help you with every aspect of moving offices	Allow Synapse to take care of all your needs, from installing phone systems to connecting
Our moving guide includes: -General moving tips and advice -Timing plans and scheduling which provide an outline of time-sensitive activities and deadlines -Common pitfalls and warning signs and how you can avoid unnecessary problems -A comprehensive IT relocation checklist	For a low fixed fee, Synapse will conduct a one-on-one planning workshop where we will guide you through the moving process step by step.  During the workshop Synapse will help you identify the more difficult aspects of your move, which can save you time and money.	Sign up to our full mover's service and our staff will help you through every aspect of your office relocation, from moving hardware into your new office, to installing internet connections.  We can also arrange other important services such as electricians and handymen, to help you with your move.

Call us today on 1300 903 405 to find out more about our packages and how they can benefit you.