

OFFICE MOVE CHECKLIST



The beginning is often the hardest part! There are numerous tasks to complete before an office move, which can make it easy to lose track. Our checklist provides a structured guide to help you organize your move without stress.

Proper Planning – When and How to Start?

- **Early Planning:** Begin preparations at least three to five months in advance to ensure a smooth move. Choose a weekday for the move to save costs. Carefully review the new lease and prepare the security deposit.
- **Canceling Old Premises:** Give proper notice for your old premises and pay attention to the termination periods. Finding a new tenant can help shorten the notice period.

Organizing Movers

Compare different offers to find the best value for money. Plan the necessary helpers for moving day and create a task distribution. Check if renovation work is required in the old premises. Estimate the moving costs and set a budget.

Two to Three Months Before the Move

- Choose a moving company and book early. Get quotes for rental trucks and estimate the size of your inventory.
- Confirm with your employer if special leave is possible for the move. Cancel or transfer electricity, gas, and other providers in good time.
- Reduce unnecessary clutter to transport fewer items. Buy or rent high-quality moving boxes. Hire craftsmen for any renovation work.
- Order new furniture early to avoid delivery delays.
- If necessary, rent a storage unit in advance.

One Month to Two Weeks Before Moving Day

- Confirm the dates with your helpers and craftsmen. Start packing items that aren't used daily.
- Arrange care for children and pets on moving day. Notify relevant authorities and service providers of your new address.
- Request mail forwarding from the post office.
- Start using up food to reduce what needs to be transported.
- Plan the furniture layout of the new premises and label the moving boxes accordingly.

Two Weeks Before the Move

Put together a toolbox with the essential tools. Plan the handover of the old premises. Arrange for the setup of a no-parking zone if necessary. Clearly label the moving boxes for easy unpacking.

One Week to Two Days Before the Move

Start disassembling furniture unless the moving company will handle it. Pack all important documents in a separate bag. Ensure that appliances are empty and defrosted on moving day. Pack the remaining items and check the packaging. Prepare a suitcase with essentials for the first few days in the new office.

On Moving Day

Record the meter readings in both the old and new premises. Give clear instructions to your helpers for a smooth process. Provide enough refreshments for everyone involved in the move. Keep a first aid kit ready for emergencies. Clean the old premises and leave them swept clean.

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