

Moving offices at Arts

January 2016

Before moving offices, you should remember to:

What	Who can help	Own notes
Make a time schedule	Estates Facilities	
Coordinate with IT, Building Operations and Maintenance/Cleaning and the moving company - e.g via a move form	Estates Facilities	
Book the removal of e.g. printers and heavy file cabinets	IT/Estates Facilities	
Consider what needs to be moved	Move coordinator	
Consider <i>all pieces</i> of furniture/objects in the offices being vacated - e.g. together with the new occupants	Estates Facilities	
Order/find lacking furniture/inventory (remember to state in the form if you are moving from offices in the attic etc.)	Estates Facilities	
Check the furniture/inventory in your new offices - including meeting room and kitchen inventory, shelves, curtains, etc.	Move coordinator	
Remove things hanging on the wall	Building Operations and Maintenance	
Delete accounts on your local printer (e.g. scan)	IT	
Book the transfer of telephone lines and networks etc. - e.g. ensuring access to special computer drives after the move	IT	
Book the set-up of new drives (if necessary)	IT	
Remove/move nameplates	Building Operations and Maintenance	
Return keys	Building Operations and Maintenance	

During the move, you should remember to:

What	Who can help	Own notes
Help the removal men by hanging up a layout plan of the new offices	Move coordinator	
Make sure that at least one person is present during the actual move		
Get new key(s) and update key cards	Building Operations and Maintenance	
If possible, find cloths for wiping the inventory before unpacking it	The cleaning	

After the move, you should remember to:

What	Who can help	Own notes
Notify the internal mail service of the move	Internal Mail Service	
Change contact information in PURE	Move coordinator	
Make sure that all loose cables are placed in a cable tray or are otherwise fitted	IT	

Establish access to new printer/scan account	IT	
Coordinate when to hang up pictures, blackboards etc.	Building Operations and Maintenance	
Follow up on signage - including pidgeon holes, corridor plans, etc.	Estates Facilities	
Book the removal of moving boxes when everyone has unpacked.	Estates Facilities	
Clean up the corridor/common rooms	Building Operations and Maintenance	

You should also note that...

- If the move involves more than five people, it might be a good idea to select a local move coordinator who oversees the move and functions as the contact person for the moving company, IT and Estates Facilities; ***Even if you are only moving up one floor, there are many things to consider and many decisions to be made.***
- Often, pieces of furniture or other types of inventory are left behind because no one has decided what to with them. Therefore: ***Always leave an office/room in the condition in which you would like to receive it, or in the condition which has been agreed upon with the new occupant.***