



OUR BRANCHES

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OFFICE REMOVAL CHECKLIST

Proper planning ensures minimal loss in productivity and a seamless office moving experience.

TIME = MONEY

FIRST THINGS FIRST

Assign a project coordinator from your company. This person will liaise with *Eezi Move* supervisors during the moving process.

Contact *Eezi Move* and obtain a detailed quotation from one of our consultants.

Inform the staff that the company will be moving and make sure that they are kept up to date with the moving process.

4-6 WEEKS PRIOR TO YOUR MOVE

Confirm the following with your *Eezi Move* consultant:

- Which items need to be packed and wrapped by *Eezi Move*.
- Order cardboard boxes and other packing material, such as tape, bubble wrap, void fill, marker pens, cutting knives, fragile stickers and strapping materials, for DIY-packing.
- Your current (loading) address.
- Address of your new (unloading) office.
- Body corporate rules and vehicle restrictions at the loading and unloading address.
- Final inventory list of furniture to be moved.

Send a notice to your clients and suppliers informing them that you are relocating and inform them of your new contact information, including telephone numbers, postal address and physical address.

- Obtain a floor plan of the current **and** new offices.

- Create a proposed furniture orientation and office layout using the floor plans.

Arrange the disconnection and reconnection of:

- | | |
|---|---|
| <input type="checkbox"/> Computers | <input type="checkbox"/> Printers |
| <input type="checkbox"/> Telephones | <input type="checkbox"/> Telephone lines |
| <input type="checkbox"/> Electricity | <input type="checkbox"/> Internet connections |
| <input type="checkbox"/> Fax lines | <input type="checkbox"/> Mail services |
| <input type="checkbox"/> All electronic equipment | <input type="checkbox"/> Alarm systems |
- Inform your insurance company of the move and ensure your furniture is risk-insured.
- Inform the building body corporate at your current and new offices of the date and time of removal and moving.

2-3 WEEKS PRIOR TO YOUR MOVE

Confirm the following with *Eezi Move*:

- Contact numbers and names of your company removal coordinators.
- Which items need to be packed and wrapped by the movers and which items by the office staff.
- Which items need to be dismantled and reassembled.
- Confirm the times and dates of the move, packing, dismantling and reassembling.
- Confirm when and how payment should be made.
- The final inventory.
- All vehicle restrictions and body corporate rules.
- Determine which departments need to be prioritised and the sequence of the move.
- Arrange all items on lease, eg. photocopiers, plants, vending machines, etc. to be moved by leasing company.

DIY-packing:

- Start packing cardboard boxes and sorting out your personal effects (only use high quality, double-wall moving boxes).
- Boxes containing fragile items must be clearly marked with a 'fragile' sticker.
- Label each box clearly and which room it belongs to. Write on the sides of the boxes as well.
- Ensure that all boxes are properly sealed – top and bottom.
- Take down paintings, mirrors, white boards, notice boards, etc. from the walls.
- Ensure that the new offices are cleaned before moving in. Also arrange cleaning services for the current offices.
- Ensure that all the electronic equipment, tables and chairs are cleaned before moving.

1 WEEK PRIOR TO YOUR MOVE

- If you are doing all the packing and wrapping yourself, start dismantling and wrapping the furniture.
- Arrange access and keys to the new offices.
- Send a final notice to all employees and make sure everybody knows what will be expected of them during the move.

2 DAY PRIOR TO YOUR MOVE

- Make sure all items are removed from the cabinets, cupboards and drawers.
- Confirm that payment has been made to *Eezi Move*, and if not arrange payment now.

1 DAY PRIOR TO THE MOVE

The movers will start to do the packing, wrapping and dismantling today.

- Assign a member of staff to show the movers exactly what has to be packed, wrapped and dismantled. This person will assist them with any queries throughout the day.
- Unplug and disconnect all electrical equipment.
- Check that everything is packed and wrapped and ready for moving.

ON THE DAY OF YOUR MOVE

Current Offices

- When *Eezi Move* arrive, walk through the offices with the supervisor and make sure they know exactly what has to be moved.
- Before the truck leaves the premises, ensure that everything on your inventory is loaded onto the truck.
- Ensure all the windows are closed and doors are locked.

New Offices

- Make sure the movers know exactly where all the furniture needs to go.
- Make sure all pre-arranged items are reassembled, and that all cardboard boxes that need to be unpacked, are unpacked by the movers.
- Before *Eezi Move* leaves the premises, ensure everything has been unloaded from the truck.
- Check that all the phone lines, computers, printers, internet, electricity, and any other utilities, are connected.

Start unpacking and utilising your new offices!