

EXCITE IT OFFICE RELOCATION CHECKLIST

The step-to-step guide on how to plan your next office relocation



PRE-PLANNING PHASE



✔ Contact office manager of new & existing building

✔ Review your technology requirements

✔ Review existing office lease terms



✔ Schedule a site review to discuss & plan move

✔ Organise clean days in advance

✔ List your new office location space needs



✔ Consider what systems / furniture can be moved and what can be disposed, recycled or donated

✔ Build the project management team for the move



PRE-MOVE PHASE (BUILDING REQUIREMENTS)



✔ Assign a person to answer questions about the move

✔ Contact Post Office – re-direct mail delivery

✔ Surplus material to be sold



✔ Update Website and other digital assets location details

✔ Update stationary with new address details

✔ Provide a package area and rules for packing



✔ Communicate the move to all affected by the move

✔ List items which need to be disposed

If you require any further information, please call us on **1300 666 708** or visit exciteit.com.au or email to info@exciteit.com.au. Our team has you covered.

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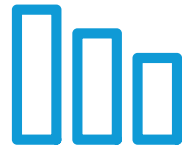


MOVE DAY PHASE



✔ Assigned person should coordinate and answer any questions during the move at the new location

✔ Set up an information desk for any small changes that need to take place



✔ Testing of IT and telecommunications equipment is vital for seamless business continuation

✔ End user training for any new technology



✔ Office equipment such as photocopiers and vending machines may be leased – consider contacting leasing company for relocation



POST-MOVE PHASE



✔ Provide emergency evacuation briefing to all staff members

✔ A post-move survey - for employees to assess the new space

✔ Analyse post move customer experience



✔ Fit-out specialist will provide operation and maintenance procedures

✔ Adjust environment where possible based on employee feedback



✔ Welcome pack with information - where the stationery is located, how to use the phones and information on local shopping facilities

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