

DESCRIPTION	ACTION	BY
Facilities Management		
Termination/Transfer list		
Terminations notified		
Electricity/Gas – new accounts confirmed		
Meter reading at old sites confirmed		
Office cleaning spec to hand		
Cleaning quotes obtained/cleaner appointed		
Window cleaning		
Laundry/Janitorial Supplies		
Hygiene for Women		
Porterage contract		
Courier contract		
Maintenance contract		
Advise change of address for accounts/legal		
PAT testing (portable appliance testing)		
CASHH list		
Floral display Supplier		
Milk		
Company shop		
Smoking area		
Parking NCP and other external sites		
Parking Internal		
Parking Visitors		
Changing rooms / bike racks / lockers		
Audio visual equipment		
Photocopier handling		
Print room		
Safes		
Plants		
Disabled / visually – impaired staff (parking and access)		
Skip and Licence		
Blitz Cleans		

DESCRIPTION	ACTION	BY
Pest Control		
Room Booking Systems		
Help lines		
HEALTH AND SAFETY		
Contact Fire Officer		
Fire prevention quotes		
Fire prevention equip installation		
Fire Marshalls / First Aiders		
Bomb alert wardens		
First Aid Kits		
Sick Room Equipment		
IT		
System Types (any changes to software)		
ISDN Lines		
Modem Lines		
Kilostream lines		
Reuters		
Any other Specialist Movers		
Decommissioning arrangements		
Recommissioning arrangements		
Toner for printers		
IT handover procedure		
Printer address changes		
Equipment handling / packing PC		
Computer room completion		
Ordering of Cable Bags etc – Who		
Spare supplies – sockets, cables etc		
Virus checking		
Portable PCs / Docking stations		
Changes to network cards		

DESCRIPTION	ACTION	BY
Internet		
Back-up tapes / pre-move back-up		
Screen saver passwords – for recom/decom		
Duplicate computer manuals – disposal		
E-mail address changes		
Disposal of surplus equipment		
Inventory		
Helplines		
KITCHEN AND VENDING		
Microwaves		
Coffee makers		
Crockery and Cutlery		
Water dispensers		
Vending machines		
Catering Equipment		
Dry Stores		
Fridges		
Coffee and Tea supplies		
First day coffee		
Rubbish bins		
Paper towels		
FINANCE DIRECTOR/PARTNERSHIP SECRETARY		
New address notification VAT/I.R.		
Registration of Vehicle Documents		
Notification landlords		
Companies House		

DESCRIPTION	ACTION	BY
BUILDING MANAGEMENT		
Water and Rates		
Refuse agreements (private or council)		
Refuse equipment – paladins/compactors		
Lift Insurance Certificate		
Lift Maintenance		
Air-conditioning/heating		
Drain flush		
Chlorination of water		
Goods Lift/Passenger Lift – Confirmation		
Lamping		
MARKETING		
Trade Directory Inserts Confirmed		
Telephone Directory Inserts Confirmed		
Chase change address card concept		
Chase change address card production		
Phone check receipt above		
Check stationery re-printing		
Business Card Distribution		
Internal Communication on move		
External PR		
Countdown bulletins to staff		
Move Instructions		
Notify Cab Network		
Desk Drop / Welcome Packs		
Welcome functions – staff		
Welcome functions – clients		
Welcome gifts		
Notify Neighbours of move		
Move Schedule detailed to staff		
Clear out not to staff		

DESCRIPTION	ACTION	BY
MOVE PLANNING		
Tender Preparation		
General contractor quotes analysed		
General contractor appointed		
Crate Delivery (areas identified)		
Cages Delivery		
Crate collection arrangements		
Site protection		
Removal on site notice		
Other moves, local events		
Parking and access		
Colour coding floor plans		
Move Helpline set up vacating end		
Move Helpline set up incoming end		
Site preparation		
Move Cash Float		
Move Team Refreshment		
Temp storage area designated		
Bulk packing assistance		
Lift standby		
Lift door key		
Lift motor room keys to hand		
Pre-move foremen meetings		
Check condition of vacated buildings/floors		
Contact Sheets		
Site communication method		
Helplines		
Security during move		
PERSONNEL		
Notification for overseas divisions		
Advise Pension Fund		
Advise staff on maternity leave/long-term sick/ secondment		
Advise pensioners		

DESCRIPTION	ACTION	BY
POST ROOM		
Confirm building title and correct address		
Confirm post code with PO		
Large user post code requirement		
Private box requirement		
Special licences (e.g. Business reply)		
Despatch and Delivery logistics (from post office)		
Internal distribution		
Mail delivery times (internal)		
Mail collection times (internal)		
Franking machine quotes		
Franking machine and plate change		
Transfer franking licence		
Mail Redirection		
TV licence transferred		
Organise change of address card despatch		
Phone check receipt above		
Rationalisation of stationery		
Secretarial Starter Packs		
Courier contract		
Stationery (A4/business cards etc)		
SECURITY		
Crime Prevention visit		
Security guarding		
Security systems selected		
Security systems installed		
Alarm line ordered		
Advise police re new and old address		
New key holder list		
Data disposal		
De-bug building and phones		
Passes for staff		

DESCRIPTION	ACTION	BY
Key cutting/issuing		
Key cupboard set up		
Master keys for new furniture		
Public address system		
Secure fax links		
Relocation of confidential material		
Notify neighbours of move		
Security during move		
TELECOMMUNICATIONS		
Determine line type		
BT lines ordered		
Cable company lines ordered (e.g. Cable and Wireless)		
External line capacity checked		
New system ordered		
System maintenance arranged		
Line maintenance arranged		
Old system disposal/disconnection		
Call logger		
Voicemail		
Smart Box (determines cheapest route)		
DDI requirement		
Direct exchange lines ordered		
Alarm line		
Land lines (links bid's internally)		
0800/0345 etc. freephone numbers		
Fax lines		
Telex lines		
Secure Fax Links		
New number confirmed		
Forthcoming code changes considered		

DESCRIPTION	ACTION	BY
MAT (Maintenance Acceptance Test) date confirmed		
Cease and intercept list prepared		
Cease and intercepts confirmed in writing		
Call forwarding		
Out of area transfers		
Extensions for lifts ordered		
Telephone cleaning		
Night bells ordered		
Hunt groups		
Pick up groups		
Access levels		
Drop back extensions designated		
Special answer machine service		
Direct exchange lines ex directory		
Telephone directory inserts confirmed		
Staff training on new system arranged		
Above communicated to staff		
Telephone rep on site day 1		
Design logical ext. list		
Internal phone list prod/dist.		
New no's. communicated to staff		
Check intercepts on day 1		
Check directory enquiries day 1		
Emergency service		
Handset distribution arranged		
Handsets – labelling		
Telephone handset booklet distribution		
Fax machine reprogramming (ID's)		
Specialist telephones		
Mobile telephones		
Pager systems		
Special numbers (e.g.. Helplines)		
Handset collection		
Voice recording systems		

DESCRIPTION	ACTION	BY
Fax handling		
Videoconferencing equipment		
Helplines		
OFFICE/GENERAL		
PC Cleaning		
Accessory shopping – office/desk top (filing trays/penholders/staplers etc)		
Coat storage staff		
Coat storage visitors		
Specialist furniture fitters		
Artworks		
Move date		
Internal events		
Familiarisation trips		
Insurance cover on all buildings		
Move insurance		
Space planning completion		
New furniture ordered		
Old furniture allocated		
Wire management		
TV aerials/satellite dish		
Storage issues		
Site protection		
Bulk packing assistance		
Storage racking		
LIBRARY AND INFORMATION SERVICE		
Library		
Change of address newspaper/journal subscription		