

uTenant. Warehouse Relocation Checklist

Getting ready to move? Use our relocation checklist to make sure you don't overlook anything during the move:

Before the move:

- Finalise lease for new industrial property
- Provide date and new location address to staff and other key decision makers
- Arrange meeting with all staff and delegate relocation responsibilities
- Create a relocation plan and schedule, include post-move clean-up & unpacking
- Notify current landlord of intention to terminate/ not renew and termination date
- Obtain quotes from removalists and book removals company
- Check and arrange insurance coverage for relocation
- Arrange utilities, phone, internet - disconnection and connection
- Arrange for insurance to be transferred to new location post-move
- Arrange mail redirection/ change of address notification with post office
- Create an inventory of all existing assets (equipment, machinery, furniture)
- Decide which assets will be moved and which assets will no longer be required
- Order new equipment, machinery, furniture, stationery etc. for new premises
- Contact local council and obtain any required licenses or permits for new location
- Give keys and access cards for new location to all relevant
- Advise suppliers of the move date and new address
- Schedule announcement of move for customers/clients e.g. on website, in newsletters
- Inform all other relevant organisations of move date and new address (banks, insurance companies, magazine/newspaper subscriptions, etc.)
- Order signage for new property
- Ensure any required security deposit (e.g. bank guarantee) is in place prior to entering new premises



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Day of the Move:

- Remove all technical equipment (computers, server, phone system) before removalists arrive
- Check that all staff assigned to relocation tasks are present - if any staff are missing you will need to reassign tasks

After the Move:

- Carry out training for the new facility - security and emergency/safety procedures
- Conduct a walk-through of new facility and notify removals company of any damage to stock, equipment, or machinery
- Unpack, set-up, install and test all furniture, equipment, machinery, systems etc.
- Fill out condition report for new premises
- Hand in keys and security cards or passes to landlord or real estate agency
- Finalise termination of old lease
- Design and schedule fit-outs and modifications to optimise use and productivity of new facility
- Remove all technical equipment (computers, server, phone system) before removalists arrive
- Check that all staff assigned to relocation tasks are present - if any staff are missing you will

