



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.
- Arrange meeting with all staff and delegate relocation responsibilities.
- Establish team to design new warehouse layout and document any new processes.
- Provide key dates and new location address to staff and other key decision makers.
- Create a detailed relocation plan and schedule, include post-move clean-up and unpacking.
- Notify current landlord of intention to terminate/ not renew lease and the termination date.
- Obtain quotes from relocation/ moving companies and book.
- Check and arrange insurance coverage for relocation.
- Arrange utilities, phone, internet - disconnection and connection.
- Arrange for insurance to be transferred to new location.
- Arrange mail redirection/ change of address notification with post office.
- Create an inventory list of all existing assets (equipment, machinery, furniture, etc.). Noting which items will be moved or disposed of.
- Order any 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 parties.
- Advise suppliers of the move date and new address.
- Inform customers/clients of move date and new address e.g. on website, in newsletter, email, etc.
- Inform all other relevant parties 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 removal company of any damage to stock, equipment, machinery, furniture, or property.
- Complete the unpack, set-up, install and test all furniture, equipment, machinery, systems etc.
- Fill out condition report for new premises.
- Return keys and access passes of your old warehouse to the 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
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- Check that all staff assigned to relocation tasks are present - if any staff are missing you will

