

How to Plan an Office Move in London: A Step-by-Step Checklist



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How Do I Start Planning an Office Move?

Start by setting a clear moving timeline and appointing a move manager from your team. This person will coordinate all logistics, keep everyone informed, and liaise with the moving company.

- Begin 6–8 weeks in advance
- Set key dates for packing, IT shutdown, and final move

What Is the First Step in an Office Relocation?

The first step is taking a full office inventory. This includes desks, chairs, computers, storage units, kitchen supplies, and archive files. It helps you plan packing, transport, and whether to replace or discard items.

How Far in Advance Should You Plan an Office Move?

Plan your office move at least 6–8 weeks before the relocation date. For large offices, start planning 3 months ahead to avoid disruption and allow time to coordinate with vendors and stakeholders.

What Should Be Included in an [Office Move Checklist](#)?

- ? Appoint a move manager
- ? Create an [office inventory](#)
- ? Notify employees and service providers
- ? Arrange IT and telecom relocation
- ? Plan new office layout and furniture
- ? Order packing supplies
- ? Pack, label, and move
- ? Clean both premises and do final walkthrough

How Do I Minimise Downtime During an Office Move?

Choose to move outside business hours—on evenings or weekends. Inform employees early, use professionals for fast setup, and coordinate your IT migration in advance.

Tip: London Man Van offers weekend and after-hours relocations to keep your team operational.

Who Should Be Involved in the Office Relocation Process?

- Move Manager / Project Lead
- IT Department or Support Vendor
- Facilities/Operations Team
- Key department heads
- Professional movers like London Man Van

Involve the right people to ensure smooth coordination and fast problem-solving.

How Do I Communicate an Office Move to Employees?

Send out an internal memo with clear dates, reasons for the move, and what is expected of staff. Offer a moving FAQ and a contact person for queries. Regular updates reduce confusion and resistance.

What Are the Common Mistakes to Avoid During an Office Move?

- ? Leaving planning until the last minute
- ? Not hiring [professional office movers](#)
- ? Poor communication with staff or vendors
- ? Ignoring IT/data protection during the move

Do I Need Professional Movers for an Office Relocation?

Yes. A professional team ensures safe transport, secure packing, furniture disassembly, and IT handling. It saves time, reduces stress, and prevents equipment damage.

[Get an instant quote](#) from London Man Van and book your relocation easily.

How Do I Ensure IT Equipment Is Moved Safely?

- Back up all data beforehand
- Use anti-static bubble wrap for PCs and monitors
- Label cables clearly
- Reinstall systems with your IT provider at the new location

London Man Van offers IT relocation support with trained movers to handle sensitive equipment.

Why Choose London Man Van for Your Office Move?

- 10+ years of experience [relocating offices across London](#)
- Weekend and after-hours moves available
- Packing, furniture assembly, and IT equipment handling
- Professional, uniformed movers
- Instant booking and transparent pricing

Final Thought

Relocating your office doesn't need to halt business. With proper planning, communication, and the help of professionals like London Man Van, your move will be smooth and efficient. [Book your office relocation today](#) or [contact us for a tailored quote](#).