

### A HELPFUL STEP BY STEP GUIDE TO YOUR OFFICE RELOCATION

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#### **Staff**

Please ensure that you have adequate staff attendance at the collection address, as it is important in the timing of your relocation that all items to be removed are taken. It is also helpful to have members of your staff in attendance at the new premises to ensure that furniture and effects are placed in the correct location.

#### **Crates**

Sheppards Removals & Storage Ltd will deliver and distribute all plastic crates required for a self-pack of files and effects; this is usually included in your quotation. Place the contents of all desks, workstations and cupboards into the crates and pull down the two finger locking lids on eachside. Please do not fill crates higher than the lids and stack packed crates no more than four high.

#### **Labels**

Please ensure that every crate is clearly labeled with its contents and position in the new premises. Sticky mailing labels may be used. This helps in ensuring a smooth set up at your new building

#### **Layout**

If possible please supply a sketch or floor plan of each room at the new location, indicating room number. If we are unable to comply with your plan due to insufficient space, our staff will place items in practical alternative positions.

#### **Lifts**

We will require exclusive use of lifts at both collection and delivery premises in order that the removal may be carried out as speedily as possible. Please ensure that the lift in your new premises has been commissioned well in advance of the removal date.

#### **Drawing Boards**

Side wired and weights must be secured in order to prevent movement in transit. Ensure that all accessories are removed and packed into crates.

#### **Fireproof Cabinets**

These may be moved full if they are going ground floor to ground floor with no steps.

#### **Safes**

Contents must be packed into crates. Alternative arrangements must be made for the transportation of cash, deeds, bonds, securities, etc. All safes must be left open and keys available. Please ensure that the floor loading capacity at the new premises is sufficient to accommodate the safe.

#### **Computers and Electronic Equipment**

Computers, hard drives, printers, keyboards, word processors, main-frame units, peripheral and general office equipment should be disconnected by your IT department and made ready for packing and moving by Sheppards Removals staff.

#### **Photocopiers**

Check with the manufacturer or supplier before moving any photocopiers. If the photocopier is leased it may need to be moved by the supplier. Most photocopiers should be drained of any fluid prior to removal. Larger machines must be dismantled and prepared for removal by the equipment engineers.

#### **Dismantling / Reassembly**

Sheppards Removals employees will dismantle and re-assemble free standing racking, shelving, modular / system workstations, boardroom tables, drawing equipment etc. This will be discussed with our estimator on viewing your premises.

#### **Flat Packed Furniture**

This can be difficult! In theory you are supposed to be able to dismantle and re-assemble most flat packed furniture. In practice, it never goes together again so well.

#### **Plants**

Our staff will move plants at your request. The supplier must remove plants supplied on a rental basis.

#### **Parking**

Once we have visited both premises prior to the removal date and are aware of any parking restrictions we will ensure adequate and appropriate arrangements are made with relevant authorities for suitable parking in close proximity to your premises. In order to facilitate parking on yellow lines, "red routes", chevrons, urban clearways, etc we will apply for parking permits in advance of the removal.

#### **Desks**

If electrical appliance or telephones are cabled through desks, please unplug them and pack them into crates. Do not lock drawers or leave keys in locks.

#### **Bookcases**

Contents must be packed into crates. Please label sliding glass doors separately, as these will be taken out prior to the removal. Please do not leave keys in locks.

#### **Metal Filing Cabinets**

The contents of metal filing cabinets do not necessarily have to be emptied (unless they are to be carried up/down stairs/steps). Keep the key in a safe place.

#### **Wooden Filing Cabinets**

Please empty all contents of wooden filing cabinets into crates. Lock the cabinet, and keep the key in a safe place.

#### **Lateral Filing Cabinets**

Please empty all contents of lateral filing cabinets into crates. Lock the cabinet and keep the key in a safe place.

#### **Plan Chests**

Normally plan chests may be left loaded. If the chest comprises two or more sections, please ensure that the top drawer of each section is emptied prior to removal.

#### **Personal Items**

We suggest that your employees remove personal items from the premises whilst the removal is in progress.