



# **CHECKLIST**

## **FOR MOVING BUSINESS LOCATIONS IN SINGAPORE**

# Checklist for Moving Business Locations in Singapore



## 01 Allocate Your Resources

### Establish a moving committee

- Assign a project manager to coordinate planning, execution, and communication
- Appoint representatives from IT, HR, Finance, and Operations
- Define clear roles for each team member
- Hold regular meetings to track progress and address challenges

### Develop a timeline

- Set critical dates for key milestones (lease signing, packing, move, first day)
- Set deadlines to order new equipment and update addresses
- Create a packing timetable to minimise disruption to daily operations
- Include a buffer period for unexpected delays



#### Pro Tip!

If your new office space is not ready for move-in and you are required to move out of the old office, consider temporarily storing existing furniture in a self-storage facility. Providers like [BOXPARK](#) offer contracts as short as seven days and assure high security 24/7.



## 02 Set A Budget

### Propose a budget

- Estimate the costs of moving services, new furniture/equipment, and renovations
- Include a 10-15% buffer for unexpected expenses
- Get the finance department's approval for the budget



## 03 Recce Your New Space

### Select the new office location

- Scout locations with easy access, parking, and client proximity
- Evaluate amenities, security, and potential for future expansion
- Consider changes to staff commute

### Finalise the new office lease

- Review lease terms thoroughly (lease length, rent increases, maintenance obligations)
- Negotiate perks like tenant improvements and rent-free periods
- Get a real estate lawyer to evaluate the contract before anything is signed

### Develop a detailed floor plan

- Work with an interior designer to create a design plan for your new office space
- Consider ergonomics and employee well-being (e.g. adjustable desks, break rooms)

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## 04 Manage Your Inventory

### Create an inventory

- Implement a clear labelling system (numbers or colours) for all items
- Create a master inventory list with item details and handling instructions
- Determine what should be moved, sold, donated, or disposed of
- Identify any leased equipment that should be returned or transferred

### Plan for archiving/storing old documents

- Review the company's document retention policies and legal requirements
- Digitise documents to reduce your physical storage needs
- Develop a system for easy retrieval of archived materials



#### Pro Tip!

Protect sensitive documents during the move with [STARVAULT's automated safe deposit boxes](#). It has multi-layered security and 24/7 surveillance, alarm system, and on-site security guard monitoring to ensure the safety of your confidential information.



## 05 Manage Your Logistics

### Hire professional movers

- Obtain quotes from at least three reputable movers
- Schedule site visits to both old and new offices for movers to assess the scope of work
- Check the moving insurance coverage of potential service providers
- Arrange for specialised movers for IT equipment or fragile items

### Arrange for deep cleaning

- Schedule professional cleaning services for your old and new locations
- Plan for carpet cleaning or replacement if needed
- Ensure proper disposal of any hazardous materials

### Coordinate with building management at both locations

- Arrange for the use of loading docks and freight elevators at both locations
- Get necessary parking permits for moving trucks
- Familiarise and comply with building regulations for move-in/move-out procedures

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## Manage Your Technology & Infrastructure

### Plan for infrastructure

- Design layout and cooling for the new location's server room
- Design network infrastructure, including cabling and wireless access points
- Coordinate with telecom providers for phone and internet setup

### Plan for technology upgrades

- Evaluate current software/hardware and plan for upgrades
- Consider implementing new systems (e.g. better video conferencing)
- Verify compatibility between new and existing equipment
- Create a checklist of systems and equipment to test after the move



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## Manage Your Operations & Security

### Plan for business continuity

- Consider temporary remote work options for employees
- Plan for staggered moving to keep some operations running at all times
- Ensure employees can access important data and systems throughout the move

### Develop a crisis management plan for moving day

- Identify potential risks (e.g. poor weather) on the official moving date
- Create contingency plans for each potential risk
- Prepare an emergency contact list that includes key staff and service providers

### Arrange for security measures

- Coordinate with security at both locations to get building access on moving day
- Implement new security systems, including key cards, biometrics, etc.
- Update emergency evacuation plans for the new office space

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## Transition Employees & Vendors

### Communicate with stakeholders

- Prepare email templates, FAQs, and updated documents on the office move
- Notify employees, clients, and vendors about the office relocation
- Arrange service setup (vending machines, plant care) at the new location

### Update address online & offline

- Change address on legal documents, licenses, insurance policies, and notify government agencies
- Update company website, social media, and online business listings
- Order new business cards and stationery with updated information

### Welcome employees

- Create welcome packets with new office info (floor plan, parking, nearby amenities)
- Arrange guided office tours
- Provide user guides and training on new equipment/systems
- Plan a welcome event or office warming party
- Gather feedback from employees to identify any issues

