

Warehouse Relocation Checklist

Before the Move

- Provide the new warehouse address and date to significant decision-makers
- Complete the lease arrangements
- Inform your present landlord that you wish to terminate
- Organize relocation tasks to your staff.
- Draft a detailed relocation plan
- Get quotes from removalists and book a suitable removalist firm
- Get comprehensive insurance coverage for your relocation
- Transfer your insurance to new location post-move
- Contact utility providers for internet
- Make a list of all your existing assets
- Contact the post office for mail redirection/ change of address notification
- Detailed plan about how many assets you will move to your new warehouse
- Shop for your new location
- Provide all relevant persons with the keys and access cards
- Make an announcement mentioning your warehouse move
- Update every supplier, relevant organization etc about your relocation date and new address.
- Ensure any required security deposit prior to entering your new space
- Get signage made for your new property

Day of the Move

- Check that every staff assigned relocation responsibility are present
- Remove your computers, and other technical equipment before the movers arrive

Post the Move

- Monitor your new facility and inform the removals firm about any damage
- Conduct training for the new location
- Unpack, install and check
- Provide the keys, security cards or passes to your landlord or real estate agency
- Prepare condition reports for your new warehouse space
- Arrange the termination of your old lease
- Plan modifications and fit-outs for the optimum use and productivity
- you make arrangements to reassign tasks.