



## CORPORATE MOVE

### FROM THE MOMENT THE COMPANY DECIDES TO PROCEED WITH THE RELOCATION

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☐ **Appoint a Relocation Coordinator:**

- ◆ Select a person or team responsible for coordinating the move.
- ◆ Define clear roles and responsibilities.

☐ **Hire a Moving Company:**

◆ **Schedule an Inspection Appointment:**

Contact Umzugsservice Zürich GmbH to arrange a free inspection appointment to receive an accurate cost estimate.

◆ **Identify Challenges:**

Determine potential challenges for the move, such as the need for a furniture lift to transport items to higher floors, handling of heavy goods, or specialized furniture transport.

☐ **Create a Moving Budget:**

- ◆ Develop a detailed budget covering all moving expenses, including the moving company, rental agreements, renovations, and IT infrastructure.

☐ **Location Selection and Lease Agreement:**

- ◆ Evaluate various location options and negotiate the lease agreement for the new premises.
- ◆ Consider factors such as size, location, and rental costs.

☐ **Set a Moving Date**

☐ **Inform your employees about the upcoming move**





## 6 MONTHS BEFORE THE MOVE

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### ☐ Create an Inventory:

- ◆ Compile a comprehensive list of all office equipment and supplies.

### ☐ Disposal and Archiving:

- ◆ Identify documents and items that can be disposed of or archived. If you require decluttering and disposal services, we provide professional and environmentally friendly disposal, including waste separation to protect the environment.

### ☐ Temporary Storage:

- ◆ If storage space is needed during renovations, Umzugsservice Zürich offers secure storage solutions.

### ☐ Insurance Coverage:

- ◆ Most moving goods are insured when using our service. Ensure all furniture and items are properly and safely packed.

### ☐ Transport Insurance:

- ◆ You also have the option to purchase transport insurance for your belongings. We are happy to provide advice on this.

## 3 MONTHS BEFORE THE MOVE

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### ☐ Create a Moving Plan:

- ◆ Develop a detailed moving plan outlining the timeline for each step of the relocation, including the moving day and follow-up tasks.

### ☐ Review IT Infrastructure:

- ◆ Coordinate with your IT team or service providers to ensure the IT infrastructure is installed and operational at the new location.

### ☐ Plan Furniture and Equipment:

- ◆ Decide which furniture and office equipment to take, upgrade, or replace. Order new office furniture in advance to ensure timely delivery.





☐ **Inform Clients and Business Partners:**

- ◆ Notify your clients and business partners about the move.

☐ **Inform Regular Service Providers, Offices, and Authorities:**

- ◆ Ensure regular service providers, offices, and authorities are informed about the relocation.

☐ **Review or Update Insurance Policies:**

- ◆ Notify your clients and business partners about the move.

☐ **Communication with Employees:**

- ◆ Inform your employees about the move, their new office arrangements, and their role in ensuring a smooth relocation process.

## 1 TO 2 MONTHS BEFORE THE MOVE

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☐ **Take Inventory:**

- ◆ Create a detailed inventory of your office belongings. Decide which items should be disposed of, recycled, or stored.

☐ **Organize Moving Supplies:**

- ◆ Acquire moving boxes, packing materials, and labels for labeling the boxes. Visit our moving shop, where we offer packing materials for rent or purchase.

☐ **Meet the Moving Coordination Team:**

- ◆ Hold regular meetings with your internal moving team and the moving company to monitor progress.

## 2 WEEKS BEFORE THE MOVE

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☐ **Office Relocation Preparation:**

- ◆ Start packing and labeling office materials, including books, files, and employees' personal items.

☐ **Preparation for Move-Out Cleaning:**

- ◆ If assistance is needed, we offer move-out cleaning with a handover guarantee as a standalone service or as part of the comprehensive 'Full-Service Relocation' package.





## ☐ Communication with Clients and Suppliers:

- ◆ Inform clients, business partners, and suppliers about the upcoming move and any potential service interruptions.

## 1 DAY BEFORE THE MOVE

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### ☐ Final Check:

- ◆ Ensure all preparations are complete, moving boxes are labeled, and all team members are informed about their tasks.

## ON MOVING DAY

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### ☐ Deployment of Teams:

- ◆ Assign tasks to the moving teams, both internal and external, ensuring smooth coordination.

### ☐ Monitoring and Coordination:

- ◆ Supervise the transport and setup at the new location, ensure the IT infrastructure is operational, and coordinate the overall process.

## AFTER THE MOVE

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### ☐ Review and Cleanup:

- ◆ Ensure all office furniture and items are in their correct places. Inspect the old location and clean up if necessary.

### ☐ Check IT Setup:

- ◆ Test the IT infrastructure, servers, and networks to ensure all systems are functioning smoothly.

### ☐ Employee Support:

- ◆ Assist your employees in setting up their workstations and ensure a smooth working environment.

### ☐ Documentation and Follow-Up:

- ◆ Document the entire moving process for your records. Analyze what went well and identify areas for improvement.





☐ **Inform Clients and Partners:**

- ◆ Notify your clients and business partners about the new address and contact details.

☐ **Follow-Up with the Moving Company:**

- ◆ Discuss the moving process, cleaning, and overall service quality.  
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