

THQ RELOCATION



READINESS CHECKLIST

ID Ref	Completed By	Number of Weeks from Move	ITEM	ACTION
1	4-Mar	-5	Confidential files	Have you identified all confidential files for secure crates and packing?
2	4-Mar	-5	Special requirements and requests	Remember to notify your relocation champion of any team or staff special /non-standard requirements
3	11-Mar	-4	Your new location	Do you know your new location details and new desk number?
4	11-Mar	-4	When are you moving	Have you been notified of the move schedule?
5	11-Mar	-4	Away during relocation preparation or move period	Work with your Relocation Champion to address any requirements /gaps
6	11-Mar	-4	Stationery	Begin reducing stationery orders
7	11-Mar	-4	Stationery consolidation	Have you consolidated the stationery across your team?
8	11-Mar	-4	Business Continuity (BCP)	Are you aware of your plan and do you have the information you need to activate your BCP? Do you have workarounds for critical systems if not available?
9	11-Mar	-4	Support	Are you aware of the support in place for the move?
10	18-Mar	-3	No longer needed furniture	Register any furniture items you want to purchase with Property Department prior to relocation
11	18-Mar	-3	Culling and archiving	Have you reached your targets?
12	18-Mar	-3	Scanning of files	Have you scanned all the files that needed scanning prior to relocation?
13	25-Mar	-2	Food and Personal items	Take home all food and personal items that are not moving with you including fragile and valuable items
14	25-Mar	-2	Contact lists	Update team contact lists and any affected procedures
15	25-Mar	-2	Safe contents (safes will not be relocating)	Organise new locaton for safe contents after your move
16	25-Mar	-2	Conversion of files	Have you finished your lateral filing conversion?
17	25-Mar	-2	Electronic filing	Have you uploaded your digital files to EDMS?
18	25-Mar	-2	Self Packing	If your team is self-packing, have you received the extra crates to pack your files yourselves?
19	25-Mar	-2	Storerooms	Have all storerooms, alcoves been opened and contents reviewed?
20	25-Mar	-2	Disposal of confidential items	Have you disposed of all confidential items in the secure bins provided?
21	25-Mar	-2	Disposal of rubbish	Have you disposed of all your rubbish in the bins provided?
22	25-Mar	-2	Calendar	Have you blocked out time in your calendar for packing and unpacking?
23	25-Mar	-2	Buddy	If you are away have you organised a buddy to pack & unpack your crate?
24	25-Mar	-2	Meetings	Have you updated your meeting locations?



ID Ref	Completed By	Number of Weeks from Move	ITEM	ACTION	<input checked="" type="checkbox"/>
25	1-Apr	-1	Labels	Have you received the correct colour labels for your items?	<input type="checkbox"/>
26	1-Apr	-1	Packing instructions	Have you received your packing instructions and labelled equipment and crates correctly?	<input type="checkbox"/>
27	1-Apr	-1	Crates and Packing Materials	Have you received crates and packing materials in your area?	<input type="checkbox"/>
28	1-Apr	-1	Labels	Ensure every item moving is labelled, incl PC, monitors, Zip Lock Bag, etc	<input type="checkbox"/>
29	1-Apr	-1	Mail and Couriers	Notify suppliers of move details and new address	<input type="checkbox"/>
30	1-Apr	-1	Change of details	Notify key contacts of your new contact details and address	<input type="checkbox"/>
31	1-Apr	-1	Email Signature	Update email signature with new location, as appropriate. Ms Jane Smith The Salvation Army Territorial Headquarters 261-265 Chalmers Street, Redfern NSW 2016	<input type="checkbox"/>
32	1-Apr	-1	Computer Monitors smaller than 21"	These monitors are not relocating. Do not label them.	<input type="checkbox"/>
33	1-Apr	-1	Computer Monitors larger than 21"	Have you labeled your computer monitor(s) with your workstation reference number and an L & R if you have more than 1 monitor	<input type="checkbox"/>
34	1-Apr	-1	Storage	Is all your storage labelled with its Redfern Reference number and ready to be packed by Allied?	<input type="checkbox"/>
35	1-Apr	-1	Specialist items	Have all specialist items relocating been labelled?	<input type="checkbox"/>
36	1-Apr	-1	Voicemail	Have you cleared your voicemail?	<input type="checkbox"/>