

Office Move Survey

An office move and relocation survey: both sites and access, each room's furniture, IT and crates, IT disconnection and reconnection, confidential waste, the move plan and workstation set-up at the new site.

1. Sites and access

Project

Client

Site *

Site address

Survey date *

Time

Surveyed by *

New site address *

Planned move date

When (choose one)

☐ Working hours ☐ Evening ☐ Weekend

Access at the current site (tick all that apply)

- ☐ Goods lift
☐ Passenger lift only
☐ Stairs only
☐ Loading bay
☐ Parking for the vehicle
☐ Building manager booking needed

Current site: lift door clear width (mm) (if applicable)

Measuring from a photo gives an estimate. Use a tape or laser where the figure matters.

Current site: lift door clear height (mm) (if applicable)

Current site: lift car depth (mm) (if applicable)

Access at the new site (tick all that apply)

- ☐ Goods lift
- ☐ Passenger lift only
- ☐ Stairs only
- ☐ Loading bay
- ☐ Parking for the vehicle
- ☐ Building manager booking needed

New site: lift door clear width (mm) (if applicable)

Measuring from a photo gives an estimate. Use a tape or laser where the figure matters.

New site: lift door clear height (mm) (if applicable)

New site: lift car depth (mm) (if applicable)

Walk Cam: office move survey

Walk Cam video walk-through: available in the SiteSurvey app only.

2. Rooms and contents

Rooms (copy this block for each one)

Room *

Desks

Chairs

Cabinets and pedestals

Crates needed

Special or large items (safes, plants, artwork, AV)

Contents (choose one)

☐ Move ☐ Dispose or recycle ☐ Mixed

Photos (photos: attach, or note the file names)

Desks in total (worked out automatically in the app)

Crates in total (worked out automatically in the app)

3. IT and confidential waste

Workstations to disconnect and reconnect

Is there a server or comms cabinet to move?

☐ Yes ☐ No

Who disconnects and reconnects IT

Is there confidential paper or data to destroy?

☐ Yes ☐ No

If applicable: Use a secure shredding or data destruction service and keep its certificate. The ICO's security guidance includes how paper and electronic waste holding personal data is disposed of.

For staff who use display screen equipment daily for an hour or more at a time, HSE says employers must do a workstation assessment, and again when a new workstation is set up or an existing one is changed. Plan to check each workstation at the new site after the move.

4. Actions and sign-off

Are further actions needed?

☐ Yes ☐ No

Further actions (copy this block for each one; if applicable)

What needs doing? *

Priority (choose one)

☐ Urgent ☐ High ☐ Medium ☐ Low

Who will do it?

Due date

Status (choose one)

☐ Open ☐ In progress ☐ Completed

Inspector name *

Position or company

Inspector signature

Signing records what was found on the day. It does not make unsafe equipment safe or replace a thorough examination, design check or service by a competent person.