

Key to success is meticulous planning

Moving house is an experience people rarely look forward to and never forget. Whether you do it yourself, ask generous friends or family for help or employ a removalist, packing your belongings and hauling them to new digs can be a daunting prospect.

Even worse is moving an office. No one has that many generous friends.

"It's a big job," says Charlie Walker, sales manager of Quick & Easy Removals in Sydney.

"You're working against the clock, with a much greater number of people involved and a lot more that can go wrong."

The heavy lifting itself may be the easiest part; the key to success is the meticulous planning.

An office manager intending to move a business should do the research, prepare for the challenges and talk to the experts.

"We do the move at night, which means starting at about 4pm," Walker says. "That way, there are fewer workday obstacles involved."

"If you move on a Friday night, there's a clean break and staff start at the new workplace on Monday. If you do it midweek, it's asking too much of people."

When Quick & Easy quotes for a job, "we assess the workplace and manage their expectations", Walker says.

"It's going to take a bit of time. It's going to involve some prep work from the staff. Someone from the company will have to be there to help."

On the day of the move, staff are instructed to pack their belongings into colour and number-coded boxes provided by the removalist. This makes it easy for movers to get the items to the right place in



Charlie Walker recommends about six weeks' preparation.

a new office space. "A lot of businesses expect us to pack things up. While we do offer that service, we recommend that office staff do it themselves because they know the equipment," Walker says.

However, it's best for staff to go home before the move begins.

"For the office manager, a room full of staff while the move is going on isn't pretty, especially if the staff are trying to help. It's like looking after 50 tired children

overnight." Hence the importance of planning, he says.

Walker recommends about six weeks of preparation time for the smoothest possible transition, but crises are inevitable and Quick & Easy Removals can do an effective job with just 24 hours notice, he says.

"An office move can be done in about six hours if it's properly planned with plenty of notice. When we come in to quote, we assess things like how the desks need to be

dismantled. The more preparation, the fewer hiccups we have on the night."

Quick & Easy Removals has been operating for a decade, has 35 trucks dedicated to furniture removal and undertakes jobs across Sydney.

"We like to bring a white collar touch to a traditional blue collar trade," Walker says. "We treat your belongings like they were ours. Our goal is to get you to your new place without disrupting your workflow."

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