

OFFICE MOVING CHECKLIST

At Two Small Men with Big Hearts, we care about our customers and we want to do everything we can to ensure every move is a successful one, including moving your business. There are a lot of things to think about when your business has to move offices. This checklist will help keep you organized throughout the entire office moving process.

PRELIMINARY

- Finalize lease for new location
- Notify present landlord of termination date
- Present move (location and date) to employees

4-6 WEEKS BEFORE MOVE

- Research and hire office moving company
- Research and hire telephone and computer cabling company
- Create and meet with “moving team” to assign responsibilities
- Identify insurance requirements for move and check insurance coverage
- Notify insurance carrier of relocation
- File change-of-address forms with post office and forward mail
- Notify all vendors of relocation
 - TELEPHONE
 - INTERNET
 - PHOTOCOPIER
 - WATER
 - COFFEE SERVICE
 - NEWSPAPERS AND MAGAZINES
- Notify all other important persons and organizations
 - BANKS AND FINANCIAL INSTITUTIONS
 - CREDIT CARDS/CREDIT ACCOUNTS
 - ACCOUNTS RECEIVABLE AND PAYABLE
 - PROFESSIONAL ORGANIZATIONS
- Schedule Public Relations efforts
 - *USE TO NOTIFY ALL CLIENTS AND CUSTOMERS**

- Identify new locations for equipment (printers, fax machines, etc)
- Finalize office layout and seating chart

3 WEEKS BEFORE MOVE

- Hold a meeting at new premises with all parties involved (design, construction, mover, cable, IT)
- Provide moving day instructions to employees
- Schedule staff for unpacking (store rooms, cabinets, equipment, etc)
- Provide recycling and garbage bins for employees to file purge.
 - *ENCOURAGE EMPLOYEES TO START PURGING THINGS THEY DON'T NEED**
- Book moving elevators/loading dock at old and new locations

2 WEEKS BEFORE MOVE

- Distribute access cards/IDs to employees
- Arrange for staff to tour new location
- Change address on company website

1 WEEK BEFORE MOVE

- Prepare emergency contact list for vendors (utilities, telecomm, moving company)
- Provide packing supplies and begin packing.
 - *ASK YOUR MOVER ABOUT THEIR PACKING SUPPLIES AND SERVICES.**

1-2 DAYS BEFORE MOVE

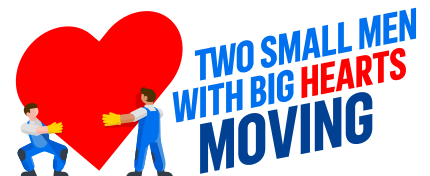
- Make sure all boxes are labeled with origin and destination for movers
- Confirm all vendors and times, including movers

DAY OF THE MOVE

- Remove computer equipment and phone system prior to arrival of movers (this way set up can commence ASAP in new location)
- Have air conditioning (or heat, this is Canada) turned on in new building
- Hang all whiteboards and put up all decorations
- Test phone systems and Internet after installation

POST-MOVE

- Do a detailed walk-through to ensure everything is working and nothing is damaged
- Collect all old parking passes, ID cards, etc. from old location
- Remove all excess furniture
- Confirm all change-of-address corrections have been made



For more information about our moving services, visit us online at

twosmallmen.com