



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.

Office Moving Checklist:

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 Card/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