



# OFFICE MOVING CHECKLIST

## PRELIMINARY

- Finalize lease for new location
- Notify current 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
- Notify all other important persons and organizations
- Schedule Public Relations notices as required (used to notify clients and customers)
- Identify new locations for equipment
- Finalize office layout and seating chart

## 3 WEEKS BEFORE MOVE

- Hold a meeting at new premises with all parties involved (design, construction, movers, 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 purge
- Book moving elevators/loading dock at old and new locations as required

## 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
- Provide packing supplies and begin packing, unless using movers' packing services

## 1-2 DAYS BEFORE MOVE

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

## DAY OF MOVE

- Remove computer equipment and phone system prior to arrival of movers
- Have A/C or heat turned on in new building
- Hang all whiteboards & put up decorations
- Test phone systems and Internet after installation

## AFTER THE 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
- Confirm all change-of-address corrections have been made

## NOTES

---

---

---

---

---