BOOK A MOVER

OFFICE MOVING CHECKLIST

1. Space & Furniture Planning

- ☐ Conduct an employee census and occupancy review
- ☐ Evaluate the alignment between departments and business functions
- ☐ Catalog and prioritize office layout improvement opportunities
- ☐ Create a detailed existing furniture inventory including the condition of furniture
- ☐ Verfiy dimensions and general buildout in the new space
- ☐ Identify furniture lead time and installation timeframe

2. Technology

- ☐ Conduct complete IT infrastructure assessment of current and proposed locations
- ☐ Evaluate current cabling and network industry best practices
- ☐ Inventory of critical business and support applications
- ☐ Desktop, printer & conference room relocation support strategy and resources
- ☐ Evaluation of phone system: order new or relocate existing
- ☐ IT evaluation and approval of the move plan
- ☐ Evaluation of physical security, alarm and employee access systems
- ☐ Evaluation of power, uninterruptable power supply (UPS) coverage for critical office technologies, HVAC, ventilation, network and equipment positioning requirements

3. Plan for Your Vacated Space

- ☐ Review lease for space turnover requirements
- ☐ Identify repairs or adjustments required to comply with lease terms
- ☐ Establish providers to disassemble and remove surplus assets and handle repairs and adjustments
- ☐ Establish plan to shred or archive residual documents
- ☐ Cancel utility, security, and other services as appropriate
- ☐ Schedule walk through with landlord or property owner
- ☐ Jot down all the important numbers
- ☐ Schedule janitorial vendor to clean vacated space

4. Communication

- ☐ Establish internal communications plan for employees
- ☐ Establish external communications plan for customers, suppliers, and other vendors
- ☐ Update website, advertising and collateral to reflect new location information
- ☐ Update phone numbers, vehicle registrations and signage
- ☐ Notify post office
- ☐ Publish move instructions for employees

Notes:

5. Move Preparation

- [ ] Hold regular meetings with designated internal move coordinators
- [ ] Identify emergency property management contact for unforeseen circumstances
- [ ] Ensure all vendors obtain security clearances in advance and obtain any necessary permits
- [ ] Reserve move dates in writing with move provider 30 days in advance
- [ ] Arrange mover to provide secure office move crates with labels 7-10 days in advance of move day
- [ ] Monitor packing and move preparation progress versus established milestones
- [ ] Label existing furniture for re-use or retirement well in advance of move day
- [ ] Ensure mover will protect all IT equipment with anti-static bubble wrap
- [ ] Ensure mover will provide large bags for desktop peripherals
- [ ] Schedule cleaning crews for the days before and after the move
- [ ] Ensure employees have keys to new workstations and file cabinets
- [ ] Ensure mover displays full size floorplan drawings in all move locations for easy reference
- [ ] Ensure all confidential records are moved in plastic crates and sealed with tamper evident security seals
- [ ] Prepare welcome packets for employees in the new space

Notes:

6. Move Day and Settling In

- ☐ **Establish a lead person to publish move progress versus established milestones on defined intervals.**
- ☐ **Establish a lead person to walk each vacated area to identify left behind goods or problems proactively**
- ☐ **Establish a lead person to walk each newly occupied area to validate goods are correctly staged and connected**
- ☐ **Consider having the mover provide a small crew on-site for the first day or two of business in the new space for support**
- ☐ **Ensure employees unpack and return moving crates to a central area quickly to avoid unnecessary cost**
- ☐ **Ensure new signage is installed in the new space**

Notes: