



Office Move Checklist

1 Year Before Move

Task

1. Consult with management team to determine business goals of move
2. Create risk management plan for move
3. Meet with key employees to begin assessing interior needs of new office
4. Begin meeting with leasing company to draft proposal for new office space

Six Months Before Move

5. Negotiate with realtor over price for new office space
6. Appoint internal project manager for the relocation and begin deciding who will handle each aspect of the move
7. Research, meet with and get quote from at least three local commercial moving companies.
8. Decide between different vendors for moving project
9. Verify insurance coverage offered by commercial moving company
10. Create staff communication plan for move

Task

11. Announce office relocation plans to entire staff



12. Review current and future office spaces with commercial moving company



13. Draft layout plan for new office space



Three Months Before Move

14. Assess current office furniture and equipment, and determine whether new purchases are necessary



15. Meet with IT team to discuss backing up files and plans for moving technology



16. Arrange temporary storage solutions for move if moving company does not offer services



17. Meet with phone and Internet provider at new office to finalize schematics for new location



18. Contact utility companies to setup transfer or discontinuation of services date



19. Get in touch with security staff at the new facility to discuss building access arrangements



20. Contact utility companies to setup transfer or discontinuation of services date



21. Finalize new office layout with moving company



22. Review contents of office and decide what to keep and what to throw away



One Month Before Move

Task

23. Have staff begin labeling desk and personal items to prepare for move



24. Coordinate with Moving team to create labeling system for office furniture and equipment



25. Work with Moving Company regarding the disposal of unwanted items



26. Research if any arrangement will need to be made with local government if moving process has potential to obstruct roadways



27. Reach out to build management of new facility to discuss move-in arrangement such as loading docks and elevator access



28. Confirm final details of office relocation plan with moving company



One Week Before Move

29. Send finalized moving day agenda to all staff members



30. Distribute keys/keycards for new facility to all staff members



31. Hand out map of new facility to all staff members



32. Establish point of contact for day of move



33. Finalize moving day plans with office relocation company



34. Ensure Mailing address is updated



Moving Day

Task

35. Manage final cleaning of office after all furniture has been removed



36. Review each step of office decommissioning process in lease and ensure each is completed



37. Return keys and other items to landlord of outgoing office



38. Periodically check-in with person assigned to supervise the move



Day after Move

39. Take staff on tour of new facility



40. Check-in with IT staff to make sure all devices are free from damage and functional



41. Put up sign at old office informing customers and vendors of new location and phone number



42. Hold after-move meeting with key stakeholders to debrief



43. Report and damages or breakages to moving company



44. Arrange clean up of moving supplies such as boxes, tape, etc.



45. Check company website & other directories to make sure it reflects new address and phone number



46. Check company website to make sure it reflects new address and phone number



47. Celebrate your move with employees and customers!

