

Office Moving Checklist

- ✓ 4 to 6 Months Before Moving Day
 - Sign lease
 - Give notice to old landlord
 - Create a master checklist of tasks
 - Decide who will be your move coordinator
 - Meet with the building manager
 - Decide on layout of the new location
 - Set your moving budget
 - Choose your moving date
 - Communicate general moving plans to employees
 - Identify major tenant improvement needs
 - Start choosing contractors
 - Obtain necessary permits
 - Order new phone and fax numbers

- ✓ At least 2 to 4 Months Before Moving Day
 - Hire Movers
 - Order signage for new location and/or arrange for move of existing signage
 - Hire commercial cleaning service
 - Order change of address labels
 - Evaluate/upgrade your phone system or arrange for move of existing system
 - Determine what type of internet service is available at the new location
 - Order phone and internet services
 - Order long distance or VoIP service
 - Evaluate server room needs
 - Design office space and layout
 - Determine data/phone cable and power requirements
 - Order systems furniture, desk and chairs

- ✓ Between 1 and 2 Month Before Moving Day
 - Assign office space to employees
 - Get rid of the junk and clear out the clutter
 - Send change of address to vendors and customers
 - Update your web site
 - Get insurance quotes for new space
 - Arrange for copier move or buy new equipment

- Order monitored alarm systems and closed circuit TV
- Order keys and access cards
- Arrange for office coffee service
- Order vending machines
- Order checks and update financial records
- Office build out complete
- Verify that doorways, access hallways, ramps and elevator doors are wide enough to accommodate your moving equipment

✓ Month Before Moving Date

- Inventory existing computers
- Document network login-ins and access information
- Document telephone extensions, hunt groups, automated messages, etc.
- Arrange to have PC's packed and moved
- Verify that all software installation disks are available
- Inventory and tag existing furniture
- Store property that will not be moved
- Make a plan to donate or properly dispose of unused equipment
- Obtain moving crates and cartons
- Pack up common areas
- Tag all wall items and move to central location
- Install systems furniture
- Install phone system
- Assign new phone numbers and extensions
- Order Utilities
- Notify Post Office of change of address
- Order new stationery, business cards and marketing collateral
- Arrange for redesign/repaint of company vehicles
- Contract with service providers for new building – janitorial, plant watering service, etc.
- Prepare a list of key contact names and phone numbers
 - List should include:
 - Key employees
 - Property management contacts
 - Phone companies – local and long distance
 - Computer support company
 - Phone system vendor
 - Webmaster
 - Distribute to responsible parties
 - Store in safe place – not in a packed box

✓ One Week Before Moving Day

- Label map of new location with unique designation for each space

- Pack up desks and personal spaces
 - Take down systems furniture
 - Label all packed items with unique designation for its new location
 - Have employees provide floor plans for furniture to be moved
 - Back up workstations
 - Empty, defrost and clean refrigerator
 - Inspect the new location
 - Determine what changes will need to be made to your DNS records and determine when the changes should be made
 - Reserve freight elevators and loading docks
 - Distribute new keys/access cards
 - Don't schedule important client meetings or new hires
 - Contact clients and warn them that you may be unavailable at times
 - Verify that phone and internet services have been installed and tested
 - Verify that all cables have been run and have permanent labels at both ends
 - Post floor plans next to patch panels with room numbers and wall plate locations clearly identified
 - Clean up workstations, keyboards, monitors and mice prior to packing them up for the move
 - Finish any last minute tasks
 - Assign staff to help guide movers to the right spots and provide oversight
 - Physically label spaces in new office to match their unique designations as indicated on the map
 - Perform complete backup of servers and telephone system
 - Begin changes to DNS records as determined above
- ✓ The Day of the Move
- Keep most employees out of both offices
 - Provide food for the movers and staff who are helping
 - Protect main moving paths
 - Move server and workstation backups separately from equipment
 - Verify that network and phone system is working in new location – including testing of all workstations, printers and phones
 - Move plants
 - Set up a 'Lost and Found'
 - Clean out old office
 - Collect old keys/access cards
 - Re-hang office art
- ✓ First Day In the New Office
- Have a welcome breakfast
 - Have staff on-site to resolve issues with technology
 - Make final changes to website with new contact information
 - Update other online directory listings
 - Update service agreements, business licenses, insurance, sales and use certificates, equipment listings
 - Post mandatory HR/Employment information