



# Moving Checklist

## Prior to Move

- Create a checklist of all activities to be completed
- Appoint an inner office coordinator
- Find a commercial realtor
- Determine requirements
- Setup site tour of available properties
- Figure out potential layouts of the new location
- Negotiate with short list
- Find a real estate attorney
- Sign lease or purchase contract
- Pay security or earnest money deposit
- Find a commercial lender
- Schedule property inspection
- Design the office space layout
- Identify any tenant improvements required
- Select contractors
- Get any permits required
- Order new telephone and fax numbers

## Three to Four Months Prior

- Create a budget for the move
- Hire a company to handle the move
- Order new signage
- Find a commercial cleaner
- Order change of address labels
- Place order for new equipment and furniture
- Decide on the date for moving
- Let employees know the general plans

## Two to Three Months Prior

- Evaluate phones and upgrade if needed
- Order extra phone lines if required
- Evaluate the server room
- Schedule internet connection
- Order your VoIP or long distance
- Assign the new office space
- Arrange for equipment to be moved or order new equipment
- Construct new office space

## One to Two Months Prior

- Toss junk and clutter
- Let customers and vendors know the new address
- Update website
- Arrange for insurance at new office
- Setup security
- Arrange for parking at new office
- Order keys and access cards

- Order vending machines
- Arrange for coffee and/or water service
- Update financial records and order new checks
- Order new stationary

#### Weeks before move

- Inventory computer equipment
- Label and inventory the furniture
- Label any wall items and move
- Arrange storage if required
- Gather moving supplies
- Pack items and place in common area
- Have the new furniture installed
- Have phone system installed
- Arrange for phone numbers and extensions
- Setup utility appointments
- Order change of address service with post office
- Make sure contractor has obtained necessary occupancy permits

#### Moving Week

- Provide staff with map of new location
- Get staff to pack their desks and personal items
- Label all items
- Back up computers
- Disassemble furniture for moving
- Do not plan anything important such as interviews or meetings
- Let clients and vendors know you may not be available
- Distribute keys and cards to staff
- Clean and defrost fridge
- Inspect the new space
- Reserve any loading docks and the freight elevator for move day
- Designate staff to instruct movers and guide them
- Take care of anything else last minute that comes up

#### Moving Day

- Give staff the day off unless they are assisting with the move
- Collect keys and cards from the staff
- Arrange for refreshments and food for the staff and movers
- Post signs to help movers find the new office space
- Protect the floors from traffic
- Move any plants to their new location
- Clear everything from old office
- Have a lost and found location
- Hang up artwork
- Have a welcome breakfast for employees on their first day back
- Introduce yourself to your neighbors
- Sit back and enjoy an Arnold Palmer