



Checklist for moving your business

Toll free 888-835-3738

Five Months to One Year Before Move Date:

- Develop checklist of tasks and responsibilities
- Select project coordinator
- Select commercial real-estate expert
- Select new location
- Discuss logistics with new building management
- Develop floor plan layout
- Develop financial budget
- Select target date for move
- Develop milestone dates for tasks
- Document and decide on new building improvement needs
- Begin contractor selection process
- File for permits
- Research voice and data network service options
-

Two to Five Months Before Move Date:

- Obtain Movers
- Select signage
- Select cleaning service provider
- Obtain change-of-address labels
- Obtain server room requirements
- Decide on voice and data *network* service provider
- Select voice and data structured *cable* provider
- Review telecommunication carrier options
- Select communications & collaboration technology equipment and vendor
- Select security system technology equipment and vendor
- Make final decision on layout
- Select office furniture



Checklist for moving your business

Toll free 888-835-3738

One to Two months Before Move Date:

- Assign staff locations on floor plan
- Dispose of or recycle items not needed at new location
- Send out change of address notices to all contacts
- Add move announcement and new address/phone numbers to website
- Select insurance carriers to cover liabilities
- Prepare vendor diagram and plan move to account for cubicles or partitions
- Obtain adequate number of keys and access cards
- Arrange for office coffee service and or vending machines
- Update financial documents, including checks

One Month Before Move Date:

- Inventory and tag all existing equipment and supplies
- Inventory and tag all wall mounted items
- Obtain adequate number of types of cartons and or crates (a mover will usually supply these items free of charge 30 days before a move)
- Verify new location will be ready for move
- Install modular furniture
- Install voice and data cabling infrastructure
- Place order for all other utilities
- Notify post office online of change of address
- Order new business cards and stationary



Checklist for moving your business

Toll free 888-835-3738

One Week Before Move Date:

- Pack desks and personal items
- Obtain current computer system back-ups
- Clear area around all modular furniture – make ready for movers
- Empty, defrost and clean refrigerator and kitchen area

Final Preparation:

- Develop a “coded” floor plan for the placement of items moved
- Conduct a thorough inspection of new facility
- Coordinate elevators and shipping docks with building management
- Distribute new keys and access cards to staff

Day of Move and Beyond:

- Post code-numbers on doors for movers
- Make sure movers have clear access
- Move live plants
- Create a lost and found location
- Clean old office space

Beyond the Move date:

- Obtain old keys and access cards from staff
- Install all office art and decorative materials
- Conduct security system and telephone system training