

OFFICE MOVE CHECKLIST



ONE MONTH BEFORE

complete these items in the month leading up to your move

- Complete your office floor plan
- Schedule service & utility hookups
- Coordinate delivery & temporary storage for new furniture and fixtures
- Schedule service & utility hookups
- Identify and purge items that will not be making the move.
- Communicate your day-of moving plan, internally
- Confirm specialty installation services
- Create Change of Address plan to notify customers & partners of your move.
- Identify team members needed for moving day
- Begin packing & labeling less used items
- Confirm move-in / move-out cleanings

ONE WEEK BEFORE

complete these items the week of your office move.

- Confirm your moving day plan
- Backup your tech devices
- Pack and label desks and office areas that will be moving
- Identify points of contact for moving day
- Prep computers & IT equipment for moving day, label everything!
- Communicate any expected "down time" to your customers & clients
- Do a final walk through of your new space
- Prep spaces for moving day, clearing any obstacles or safety hazards.
- Collect parking passes, keys, and access cards for your old facility
- Distribute parking passes, keys, and access cards for your new facility
- Provide a detailed moving plan to your employees outlining their duties