



OFFICE MOVING CHECKLIST

3 MONTHS PRIOR TO MOVE

- ☐ Define scope of work, IT needs, and budget. Identify resources and assign roles
- ☐ Set tentative move date and establish master schedule
- ☐ Communicate and reserve move dates/elevator reservations with origin & destination properties
- ☐ Take inventory and determine asset disposition plan
- ☐ Set up walkthrough with moving company

2 MONTHS PRIOR TO MOVE

- ☐ Confirm all vendor resource availability for move dates
- ☐ Create file and storage allocation plan
- ☐ File change of address with post office, vendors, clients, subscriptions, etc.
- ☐ Assist business units with floor plan, seat designations, file and other unique needs

1 MONTH PRIOR TO MOVE

- ☐ Obtain certificate of insurance forms from all contracted vendors
- ☐ Begin purging process of unwanted items
- ☐ Confirm HVAC operates at both locations during move execution phase
- ☐ Assign packing & labeling for employees and common areas
- ☐ Schedule crate and dolly delivery for 1 week prior to move

1 WEEK PRIOR TO MOVE

- ☐ Label, tag and color code inventory items/take photos of high value items
- ☐ Confirm all items are labeled & office contents are ready. Designate items for disposal
- ☐ Post any office layout drawings on each destination office to aid installers
- ☐ Secure key duplicates/affix keys to desks and cabinets
- ☐ Distribute new phone list & "welcome" kits with maps of local eateries to employees
- ☐ Ensure you have mobile numbers to connect with move personnel on moving day

MOVING DAY

- ☐ Ensure moving company has protected elevator cabs, lobbies, walls and floors at both locations
- ☐ Conduct final walkthrough. Verify that file cabinets, desks and appliances are empty and safe to load.
- ☐ Confirm building rules are being adhered to and provide direction to all moving day vendors
- ☐ Walk through entire origin location to confirm all contents moved as plan

POST MOVE

- ☐ Be sure obsolete computer and phone contact information is disabled or forwarded
- ☐ One week after move, confirm pickup of remaining crates and any disposable items
- ☐ If needed, hire additional moving assistance for last minute furniture rearranging needs
- ☐ Check your final mover invoice against bid or contract pricing