

Office Moving Checklist

COMPANY INFORMATION

Company name:	
Address:	
Telephone number:	
Company Rep:	

PRIOR TO THE MOVE

<input type="checkbox"/>	Review timing constraints and move restrictions with property management or landlord [Advise your move coordinator of all details]
<input type="checkbox"/>	Schedule walkthrough with property management (if required)
<input type="checkbox"/>	Arrange for internet, phone and cable disconnection/hook-up prior and after the move has been complete
<input type="checkbox"/>	Establish if you will require disassembly/reassembly of furniture
<input type="checkbox"/>	Identify and document repairs or adjustments required to comply with lease terms (cable removal, wall repairs, painting, etc.)
<input type="checkbox"/>	Review/update origin and destination office layout [Provide layouts to your move coordinator]
<input type="checkbox"/>	Confirm all building reservations have been made (access point, elevator, parking, etc.)
<input type="checkbox"/>	Identify emergency contact for unforeseen circumstance (elevator malfunction, access issue, etc.)
<input type="checkbox"/>	Advise security of your move plan and day of your move
<input type="checkbox"/>	Purchase/discuss insurance plan(s) with your move co-coordinator.
<input type="checkbox"/>	Create a detailed and accurate furniture plan for new space
<input type="checkbox"/>	Identify furniture that is in need of disposal/repurposing
<input type="checkbox"/>	Review if you will require any additional packing supplies i.e. boxes, bubble wrap, tape, etc.

PREPARING FOR THE MOVE DAY

<input type="checkbox"/>	Establish and gather additional contact information for day of move contact [Provide this information to your move coordinator]
<input type="checkbox"/>	Appoint one company representative to be present during the day of the move
<input type="checkbox"/>	Arrange for printer/copier toner and ink removal.
<input type="checkbox"/>	Provide employees with move instructions [i.e. how to pack, handling personal belongings, and employee responsibilities]. Be very clear that no employees should be on-site during the move unless they have been designated to.

<input type="checkbox"/>	Place computer components and hardware within zip-lock bags
<input type="checkbox"/>	Remove and place all bric-a-brac from desks and work areas in valet bags
<input type="checkbox"/>	Schedule clean-up crews for before and after the move
<input type="checkbox"/>	Label contents and equipment being moved to specified areas or offices
<input type="checkbox"/>	Update employee contact information i.e. address, phone, etc
<input type="checkbox"/>	Document and arrange critical hardware and server move plan
<input type="checkbox"/>	Empty all contents from storage and filing cabinets; locking the doors
<input type="checkbox"/>	Review in detail the SOS (scope of services) provided on your estimate indicating the movers duties and the company duties prior to the move and during
<input type="checkbox"/>	Place labels on the side of boxes/storage bins, NOT on top
<input type="checkbox"/>	Ensure all company or employee laptops are taken home or moved prior to the day of the office move
<input type="checkbox"/>	Remove all wall hanging/paintings from wall and place all in a designated area

MOVE DAY

<input type="checkbox"/>	Ensure your appointed company representative is present during the move day at the number provided
<input type="checkbox"/>	Complete final walk through prior to movers arrival to ensure all preparations have been met
<input type="checkbox"/>	Confirm the elevator is prepared for the crews arrival
<input type="checkbox"/>	Double-check all storage and filing cabinets to ensure all files/items have been emptied and doors have been locked
<input type="checkbox"/>	Await for movers arrival to ensure no issues with provided parking instructions

AFTER YOUR MOVE

<input type="checkbox"/>	Update company website, advertising and collateral to reflect new address/location information
<input type="checkbox"/>	Consider having a small crew provided for the first day or two of business in the new space to assist with unpacking, furniture placement, etc.
<input type="checkbox"/>	Ensure employees unpack and place bins in designated areas for pick up to avoid additional cost
<input type="checkbox"/>	Schedule pick up of reusable moving bins once unpacking has been complete
<input type="checkbox"/>	Review inventory list to ensure there are no missing items
<input type="checkbox"/>	Complete walk-thru to ensure all furniture is staged as requested
<input type="checkbox"/>	Update company phone directory and employee extensions