



# OFFICE MOVING CHECKLIST

Checklist Owner \_\_\_\_\_

Move Date \_\_\_\_\_

Priority	8 Weeks Before Your Move	Complete By	Done	Date Completed	Assigned To
	Approve new furniture layout for private offices				
	Approve new furniture layout for common areas				
	Confirm delivery dates for new furniture				
	Issue RFP to potential movers				
	Select move team/department coordinators				
	Recommendation to Award to mover				
	6 Weeks Before Your Move				
	Meet with team and assign responsibilities				
	Select mover				
	Identify insurance requirements, move weekend				
	Obtain insurance certificate from mover				
	Finalize seat assignments				
	Confirm incoming new extension numbers				
	Assign extensions/direct dials				
	Notify insurance carrier of relocation				
	Issue insurance certificate to new Landlord				
	Order new services (cleaning, landscaping, etc.)				
<b>4 Weeks before your Move</b>					
	Present to employees				
	Present building information to employees				
	Notify vendors				
	Copier				
	Coffee Service				
	Water Service				
	Postage meter				
	Plants				
	Magazines/Newspapers				
	Vendors with standing orders and pick-ups				
	Notify post office of address change				
	Order change of address cards				
	Develop list for change of address cards				
	Order stationery and business cards				
	Confirm date with movers				
	Reserve loading dock and elevators				
	Freeze changes on seat assignments				
	Assign move codes				
	Identify locations for printers/fax machines				

3 Weeks Before Your Move					
	Schedule wiring according to the construction timeline for newly-built or renovated space				
	ID the telephone & data cabling close/room within space				
	Test all power outlets using a tester/plugging things in				
	Map the locations of desks and use a mapping tool to estimate cable sizes				
	Plan for extra wiring drops				
	Verify all backup batteries for phone switches and servers are installed according to schedule				
	If using an 800 phone number, confirm plans with vendor for cutover date and time				
	Test new telephone line several days before the move				
	Review programming/routing on voicemail system for required changes				
	Disconnect all leased lines, such as T1s at old location				
	If company web address is hosted internally, verify if change to DNS resolution is required				
1 Week Before Your Move					
	Deliver boxes and labels				
	Distribute access cards/IDs				
	Prepare emergency contact list				
	Phone training for employees				
2 Days Before Your Move					
	Deliver additional boxes and labels				
	Label origin and destination for movers				
	Confirm all vendors and times				
Moving Day					
	Place orientation packages at orientation				
	Hang whiteboards/artwork				
	Remove excess furniture				
	Remove crates and packing materials				

## NOTES