



Your Office Moving Checklist

 Business Moving Group

6 Months Before The Move

- Initiate the process of creating a thorough relocation plan.
- Obtain reliable recommendations from trusted vendors with proven expertise.
- Determine requirements and preferences for leasing space, building, furniture, and IT infrastructure.
- Conclude the lease agreement, finalize the site selection, and execute the necessary contract documents.
- Collaborate with an architect or interior design firm to establish a space plan and develop the required construction documents.

4 Months Before The Move

- Finalize construction documents.
- Hire a general contractor.
- Identify furniture/IT equipment for liquidation.
- Identify any leased furniture, IT equipment, or copiers.
- Use correspondence to notify lessors of the move.
- Finalize suppliers for new furniture and IT equipment needs.
- Review the origin lease documents to determine building move-out requirements and lease space condition requirements

3 Months Before The Move

Obtain recommendations for 2-3 vendors in each of the following service categories and proceed with hiring:

- Moving Services: Look for companies that specialize in the moving industry.
- Furniture Team
- IT Contractor
- Voice and Data Services
- Structured Cabling Installer
- Facility Security Contractor

2 Months Before Your Move

- Designate department heads to review important and time-sensitive segments of the move plan.
- Organize a designated day for trash disposal and secure document shredding, coordinating with internal teams to schedule it.
- Proceed with hiring the selected vendors for the various services.
- Utilize correspondence to confirm the delivery of furniture and finalize the move plan.
- Ensure exclusive access to the required elevator(s), entry points, and exits at both the origin and destination locations by coordinating with the property management.
- Confirm the schedules for moving equipment with utility providers, security personnel, furniture and IT equipment lessors, copier lessors, and coordinate the switchover process for phone and internet services.

1 Months Before Your Move

- Ensure the move plan schedule is finalized by coordinating with the selected vendors, suppliers, and property management.
- Reconfirm, in writing, all elevator and access requirements with suppliers and property management to avoid any misunderstandings or discrepancies.
- Finalize the requirements for security card access and ensure they are communicated clearly.
- Confirm the locations and extensions for all PCs, printers, faxes, and copiers, cross-checking them against the electrical floor plans.
- Double-check the locations against the electrical floor plans and send out new address announcement cards to clients and suppliers.
- Develop and schedule a "purge" campaign to systematically discard files and items that will not be needed at the new location. Provide handouts and guidelines for the process.
- Create a move plan based on the floorplan, assigning move label numbers to each individual and area. Use color coding to designate different areas.
- Verify the schedule for the removal of unneeded furniture identified for liquidation.

2 Weeks Before Your Move

- Review the progress of deliveries and confirm schedules with the respective vendors to ensure everything is on track.
- Establish schedules for specific move coordinators assigned to each location involved in the move.
- Distribute the schedules to the designated move coordinators for their reference and implementation.

Move Date

- Conduct a walkthrough of both the origin and destination spaces with each vendor to identify any existing damage to the facilities, ensuring a clear understanding of the starting condition.
- Assign personnel to their designated areas at both the origin and destination sites to provide guidance and address any questions regarding item placement.
- Take charge of managing any issues that may arise with vendors and suppliers during the move, ensuring effective communication and resolution.
- Attend the move walkthrough at the origin site to ensure that all labeled items are properly placed in their respective locations, verifying the successful completion of the move.