Business Move Checklist

HELPFUL TOOLS |

3+ Months Prior to Move:

☐ Select a move committee.

☐ Establish a preliminary relocation budget.

☐ Determine whether the move warrants hiring a third-party move management consultant.

☐ Coordinate moving of servers with your IT provider or support person.

☐ Contact your telephone provider to get new numbers or relocate existing. Confirm your long distance carrier or consider other options.

☐ Determine if any equipment requires specialized or approved vendors to move it. This could include copiers, lab equipment, certain electronics or manufacturing equipment.

☐ Check your existing lease for restoration requirements/conditions for returning the current space to your landlord. Schedule a meeting with existing landlord to review these requirements.

☐ Contact your telecommunications/ data provider to schedule a cut-over date.

☐ Reserve the building elevator (existing for move-out, new for move-in).

☐ Order keys from the building.

☐ Contact the building to confirm location of signage. Hire a signage vendor to plan, get approval for, and install new signage, if applicable.

☐ Obtain a qualified mover by interviewing 2-4 companies, depending on the size of job.

☐ Order new stationery, business cards and forms.

☐ Notify your clients of change of address.

☐ Contact the post office, your bank and vendors (coffee service, vending machines, etc.) for change of address.

☐ Contact the IRS, Franchise Tax Board, Secretary of State, and Employment Development Department for change of address.

☐ Notify your insurance carrier of change of address and new office requirements. Obtain certificates of insurance for the landlord, and any entities required by the lease.

2 Months Prior to Move:

☐ Coordinate with IT on server move, desktop, and PBX timelines.

☐ Assemble a move team with each department having a move liaison and schedule weekly coordination meetings.

☐ Collect all furniture layout plans from employees for their new spaces.

☐ Prepare a lab equipment ID matrix for all equipment being moved (if applicable). Coordinate with users to review special equipment installation/compatibility requirements.

☐ Develop a preliminary move schedule.

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1 Month Prior to Move:

- ☐ Develop a labeling/tagging scheme and assign move numbers. Prepare floor plans/layouts.

- ☐ Discuss and agree on move insurance needs with your company.

- ☐ Create public relations campaign with press releases to highlight new location and/or office-warming party.

- ☐ Coordinate with new site to add your listing to lobby directory.

- ☐ Determine security procedures for the move.

- ☐ Secure off-site storage location for old files.

- ☐ Fine-tune move schedule.

2 Weeks Prior to Move:

- ☐ Finalize move schedule.

- ☐ Host employee move orientation meeting.

- ☐ Schedule packing material and label delivery.

- ☐ Prepare employee welcome packet for the new space (restrooms, gyms, break rooms, copy rooms, etc.).

- ☐ Establish channels for move team communication and protocol for change requests.

- ☐ Create list of emergency contacts, cell phone numbers, and vendors that includes moving company, building management, utilities, telecommunications, etc.

- ☐ Schedule on-site help for move day.

- ☐ Identify a 'Move Command Central' for mover and employee inquiries.

- ☐ Select cleaning vendor for post-move.

Move Week:

- ☐ Schedule additional packing material and label delivery.

- ☐ Tag and label destination site using room numbers and equipment IDs.

- ☐ Distribute contact lists for emergency/on-site/on-call lists.

- ☐ Review/finalize all move sequences/schedules and distribute to move team.

- ☐ Prep building for move – surface protection, corner guards, etc.

- ☐ Distribute new security ID cardkey entry badges.

- ☐ Schedule training for all emergency procedures at new location.

- ☐ As close as possible to moving day – change locks and access codes at new location.

Move Day(s):

- ☐ Assign origin and destination move liaisons.

- ☐ Coordinate On-site help to handle move related questions, etc.

- ☐ Complete job walk each day of move to track progress, confirm the move is on schedule, and identify any goods or walls that might have been damaged during the move.

- ☐ Allocate keys and/or access cards for new location.

- ☐ Distribute employee welcome packets at their new destinations.

Post-Move Support:

- ☐ Maintain 'Move Command Central' post to support employee inquiries, manage lost & found, track honey-do lists, etc.

- ☐ Dispatch appropriate team(s) for post-move set-up – hanging white boards, equipment fit up, etc.

- ☐ Distribute new contact list and layout of department locations.

- ☐ Collect all access items including security cards, keys and parking passes for old location and confirm return of deposits held by landlord for items.

- ☐ Survey for damage. Prepare and submit reports.

- ☐ Prepare move punch list and action items. Coordinate with appropriate contractors to address all issues, and track to completion.

- ☐ Review final invoices against contracts.

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