

Office Moving Checklist

8-10 weeks before Moving Day

- Create a moving binder for record keeping: receipts, estimates, inventory, moving company docs, etc.
- Establish a moving budget, approve with finance
- Develop master relocation project schedule
- Research your moving company: review testimonials, request quotes, onsite estimates for unique items, etc.
- Sort your items: keep, donate, sell, toss (stick to it!)
- Delegate moving committee
- Measure the new building and decide how furniture will fit through tricky entries and staircases
- Issue RFP to potential moving companies
- Draft floorplans for the new location
- Update address on stationary, letterheads, email signatures, place orders for printed items
- Keep an open box aside for tools/parts/equipment that you'll want handy on moving day
- Order and confirm delivery dates for new furniture
- Make any office repairs that you have been delaying
- Return borrowed, checked, and rented items and get things back that you have lent out
- Start using up things you don't want to move: food, toiletries, cleaning supplies

6-8 weeks before Moving Day

- Ensure your project schedule is running on time, confirm deadlines with moving committee
- Arrange moving committee schedule and plan tasks and run-of-play for moving day
- Hire your movers and request written confirmation
- Plan for relocation of your IT systems, ensuring any downtime is taken into consideration
- Notify important services: banks, subscriptions, credit cards, insurance & utilities of move date & address
- Mark valuables with DO NOT MOVE and make a record of these boxes; keep aside to transport yourself
- Purge old supplies and unnecessary items to be moved (old binders can be donated to schools, etc)
- Contact all vendors and suppliers about the move
- Schedule PR, news releases, and customer updates; invite contacts to an open house at new location
- Finalize office structure

2-6 weeks before Moving Day

- Continue to pack, cleaning as you go
- Create building directory if moving into a location with more than one floor
- Confirm all pending payments with finance, if applicable
- Clean out mailboxes and arrange to forward mail, if appropriate
- Confirm plans with the moving company
- Plan your payment method for the moving company: credit card, cash, etc.
- Hold meeting with department heads and confirm duties of moving committee
- Establish security procedures (cameras, alarms, etc.)
- Call for service on office equipment

A few days before Moving Day

- Reconfirm the details with the moving company and provide directions with your phone number
- Finish packing
- Confirm moving committee has full run-of-play ready
- Back up computer files then, carefully, pack the computer
- Finalize details with IT department if applicable

Moving Day

- Lock windows, clean closets, turn off furnace/AC/electric/water
- Record your meter readings right before you leave
- Disconnect telephone
- Collect old access cards and keys for old location
- Distribute new access cards and keys to personnel
- Clarify special packaging, run of play, etc., with movers
- Plan for skeleton staff to work in either location, to ensure business does not experience down time
- Surrender keys, say goodbye!

*As always, Five Star Movers would be pleased to be your moving company of choice.
With over two decades in the professional moving business, we are knowledgeable, reliable and affordable.
We are also fully licensed, bonded and insured for your safety.*

