



# STEP-BY-STEP OFFICE MOVE CHECKLIST

Move Date:

Checklist Owner:

## Step 1

Create an Office Move Project Plan	Due Date	Owner	Progress	Notes
<b>Determine Moving Day</b>		NAME	On Track	
Coordinate with the new landlord or property manager				
Coordinate with your current landlord or property manager				
<b>Office Inventory</b>				
Create a list of all your furniture and equipment				
Assess all other assets and materials that need to be packed up				
Create a list of new supplies you'll need at the new office				

## Step 2

Set a Budget & Select a Moving Company	Due Date	Owner	Progress	Notes
<b>Set a budget</b>		NAME		
Set a budget range for your move				
<b>Research moving companies</b>				
Ask friends and colleagues for recommendations				
Check online reviews				
Gather three to five estimates				
<b>Select one company</b>				
Select the best moving company				
Communicate timelines and requirements with moving company				

## Step 3

Prepare Employees	Due Date	Owner	Progress	Notes
<b>Communication</b>				
Send an email to your staff outlining all the details of the move				
Hold a townhall meeting to answer any questions				
<b>Assign Teams</b>				
If necessary, assign groups of people to handle specific moving tasks				
<b>Establish Personnel Details for Move</b>				
Make a list of employees who will be on-site during the move				
Create a seating chart for the new space				

## Step 4

Notify Your Contacts and Utilities	Due Date	Owner	Progress	Notes
<b>Notify Current Utility Providers</b>				
Notify current providers of your new address and move date				
<b>Change or Add Services Based On Your Move</b>				
Office Supplies Company				
Coffee/Vending Company				
Printing Company				
Shredding Services (if you have important documents)				
Landscaping				
Security Company				
HVAC Contact				
Water Company				
Power Company				
Cleaning Services				
Cable and Internet Provider				
Electrician				
Building Insurance				
Trash and Recycling Services				
Gas Company				
<b>Update Address On Colateral</b>				
Update any stationary, business cards, websites, etc.				

## Step 5

Pack and Purge the Office	Due Date	Owner	Progress	Notes
<b>Encourage Employees to Clean Out Their Desks</b>				
Ask employees to sort through their desk drawers and personal spaces				
<b>Pack Supplies You're Keeping</b>				
Pack up supplies closet, kitchen, conference rooms, etc.				
Label boxes based on where they need to go in the new office				
<b>Dispose of Unnecessary Items</b>				
Contact your dumpster service to notify them of your cleanout				
Shred and recycle paperwork you don't need				
Donate or liquidate any usable furniture you don't plan to move				
Rent a roll off dumpster to throw out anything you don't need				