

Moving Checklist

To aid in your move and hopefully relieve some stress and anxiety, here is a moving checklist and a few tips from those of us who have done this before.

Stay calm and organized to identify EVERYTHING that must be done.

Make internal company decisions:

- Create a complete working budget
- Obtain or create a working floor plan
- Making changes/upgrades to office systems?
 - Telephone system
 - Computers and networking
 - Copiers/Printers/Fax machines
- You may discover the need for electrical or HVAC modifications.
- Will you be using existing furniture?
- Determine office sizes and who gets one
- If you plan to be working with an interior designer, get them involved.

Committees and/or Teams:

- You may wish to create a "Move Committee"
- Teams may be used for all aspects of the move, i.e. telephones or data
All teams to report to the move committee
- A vendor liaison is a good idea. This person is responsible for interfacing with all vendors and reporting to the committee (avoids confusion)
- Every business is unique, develop your communication to best suit your company.

Hire vendors and manage progress:

- Cabling, telephone, networks, copiers, etal ordered or ready to move
- Security system vendors
- Furniture you may be replacing
- Document destructors
- Janitorial service
- The moving professionals*

Change address & phone numbers:

- Order new stationery and business cards
- Order new signs
- Change websites; revise advertising
- Notify the post office
- If you have company vehicles, they may need changes
- Order new keys, parking permits or passes necessary.

Communicate:

- Be sure employees are clear on the process
- Letters to customers
- Notify your banks, insurance broker, and accountant.
- Update service agreements, business licenses, sales & use certificates.

Packing:

- Order and distribute boxes, crates, packing material, labels, and markers
- Provide clear instructions for packing
- Determine who will pack supply cabinets and common areas
- Make arrangements for live plants and any significant pieces (art work)
- A complete inventory is recommended
- Document and perform complete backups on all systems
- Make any special arrangements necessary for move of computers and other important equipment.

Post Move:

- Be sure to have collected all prior space keys, passes, parking permits, etc
- Complete the cleaning and other tasks as required at your prior space
- Complete the walk-through with the manager of your prior space
- Complete a detailed walk-through of your new space and be sure there is no damage from move-in.
- contact utility companies (electric, gas, garbage, telephone, etc.) to have the utilities transferred

*A well-qualified moving company who specializes in businesses with full time, background checked employees is recommended.