

## General Office Move Checklist

Other resources: [http://articles.techrepublic.com.com/5100-10878\\_11-1061026.html](http://articles.techrepublic.com.com/5100-10878_11-1061026.html)  
<http://www.allbusiness.com/operations/facilities-space-planning/3779024-1.html>

### 8 to 12 Months before Moving Day

- create a master checklist of tasks
- choose a real estate broker
- choose architect start planning the layout
- start planning moving budget
- identify major tenant improvement needs
- start choosing contractors *call E-TEL for cabling*

### 4 to 6 Months before Moving Day

- choose a move coordinator
- meet with the building manager (old and new)
- decide on the layout of the new location
- set your moving budget
- choose the move day (plan for wriggle room)
- communicate general moving plans to employees
- finalize contractors *call E-TEL for cabling*
- obtain necessary permits
- send a "heads-up" to all your vendors

### 3 to 4 Months before Moving Day

- hire movers
- order signage for new location
- get bids for services (cleaning, coffee, supplies, etc.)
- order change of address labels
- evaluate all Carrier services; ISP/ITSP (internet, voice, long distance, etc.); *call E-TEL for help*
- evaluate your phone system; *call E-TEL for help*
- evaluate LAN / network needs *call E-TEL for help*
- finalize office space and layout
- order systems furniture, desks, and chairs

### 2 Months before Moving Day

- assign office space to employees
- get rid of the junk and clear out the clutter
- send change of address to vendors and customers
- update your web site with a "heads-up"
- get insurance quotes for new space
- arrange for copier move or buy new equipment
- arrange for phone system and network/LAN move or buy new equipment (based on evaluation above)
- order monitored alarm system and closed circuit TV
- order keys and access cards
- order checks and update financial records
- order utilities

### Month before Moving Day

- inventory existing computers other assets
- inventory and tag existing furniture
- store property that will not be moved
- obtain moving crates and cartons
- pack up common areas
- tag all wall items and move to central location
- install new systems furniture
- installation and testing of Carrier services *E-TEL*
- assign new numbers, extensions
- notify Post Office of change of address
- order new stationery

### One to Two Weeks before Moving Day

- map out the new location
- pack up desks, personal spaces
- take down systems furniture
- label all packed items according to new location
- back up computers
- empty, defrost, and clean refrigerator
- inspect the new building
- install, test, setup phone system (if new) *E-TEL*
- reserve freight elevators and loading docks
- distribute new keys, cards
- don't schedule client meetings and new hires
- contact clients and warn them you may be unavailable at times
- assign staff to help guide movers to the right spots

### The Day of the Move

- keep most employees out of both offices
- provide food for the movers and staff who are helping
- post coded signs in new office for movers
- protect main moving paths
- move plants
- set up a "Lost and Found"
- clean out old office
- collect old keys, cards
- re-hang office art
- have a welcome breakfast on the first work day in the new space
- first day of service, training, punch list, of new phone system *E-TEL*