

# Office Moving Checklist



Preparing to move your office or business can be a daunting task and a challenge for anyone; the key to success is preparation. There are many tasks that need to be planned and managed prior to the moving truck arriving on move day. Use this office move task planner as a guide to keep you organized and on track. Break the complex process down into manageable stages. Assign a Task Owner, meet regularly with your move team to ensure that you are on track for a successful office relocation with minimal downtime and risk exposure.

**With questions, please contact Kevin Stringer at (916)275-4447 or [kstringer@chipmanrelo.com](mailto:kstringer@chipmanrelo.com).**

MONTHS OUT	CATEGORY	PREPARATION TASKS	TASK OWNER	TASK COMPLETED
18	Proj. Mgmt	Move timeline and project schedule		
18	Proj. Mgmt	Employee census and occupancy review		
18	Proj. Mgmt	Site survey and facility review of current and proposed locations		
18	Proj. Mgmt	Desired square footage needed at new location		
18	Proj. Mgmt	Floor plan for new space that identifies work stations, equipment centers, offices, conference room needs, fixtures, and other support spaces		
18	Proj. Mgmt	Architect for new construction, upgrades and/or buildouts		
18	Proj. Mgmt	Office relocation budget		
12	Technology	IT infrastructure assessment of current and proposed locations		
12	Technology	Inventory of all technology assets		
12	Technology	Evaluation of current cabling and network via industry best practices		
12	Technology	Evaluation of technology upgrades for potential project consolidation		
12	Technology	Inventory of critical business and support applications		
12	Technology	Evaluation of network downtime options versus redundant hardware and applications during cut over		
6	Technology	Desktop relocation support strategy and resources		
6	Technology	Evaluation of power, AC, ventilation, network and equipment positioning requirements		
6	Furniture	Furniture selection criteria and specifications		
10	Furniture	Comprehensive furniture inventory		
10	Furniture	Evaluation of furniture options:		

10	Furniture	<i>Reuse existing furniture</i>		
10	Furniture	<i>Repurpose existing furniture</i>		
10	Furniture	<i>Purchase new furniture</i>		
10	Furniture	<i>Purchase refurbished options</i>		
5	Furniture	<i>Sell/decommission old furniture</i>		
12	Telecom	Evaluation of phone system: order new or relocate existing		
9	Telecom	Phone numbers: order new or transfer existing through carrier		
9	Telecom	Data services: order new or transfer existing (POTS, T-1, ISDN, DSL)		
6	Docu Mgmt	Secure off-site storage needs		
6	Docu Mgmt	Plan for on-site storage needs		
10	Docu Mgmt	Update filing requirements for employees		
6	Docu Mgmt	Determine filing space for departments		
6	Docu Mgmt	Document destruction: select or notify vendor of new location		
6	Docu Mgmt	Dispose of or archive old files (consider sensitive documents)		
6	Communication	Internal communications plan for employees		
6	Communication	<i>New building rules</i>		
6	Communication	<i>Parking procedures</i>		
3	Communication	<i>Move dates</i>		
2	Communication	<i>Move and packing procedures</i>		
6	Communication	<i>Network outage and contingency plan</i>		
2	Communication	<i>Revise telephone and fax numbers</i>		
2	Communication	<i>Required HR postings</i>		
6	Communication	External communications plan for customers, suppliers, service/utility providers and other pertinent vendors (e.g. accountant, attorney, insurance agent, etc.)		
4	Communication	<i>New address and phone numbers</i>		
4	Communication	<i>Stationery and business cards</i>		
6	Communication	<i>Building signage</i>		
6	Communication	<i>Vehicle signage</i>		
6	Communication	<i>Vehicle registrations</i>		
2	Communication	<i>Update website and collateral to reflect new information</i>		
2	Communication	<i>Revise advertising (including Yellow Pages and other directories)</i>		
1	Communication	<i>Notify post office</i>		
3	Communication	<i>Message scripts for communicating with external constituents</i>		
12	Move	Select department move coordinators		

3	Move	Identify building restrictions for move hours		
3	Move	Schedule elevator access at origin and destination		
3	Move	Schedule parking and unloading at new site		
3	Move	Obtain any special moving and/or parking permits		
4	Move	IT staff onsite during the disconnect and reconnect of servers and data centers or consider outside support		
3	Move	Arrange to have sensitive items packed and moved		
3	Move	<i>Computers</i>		
3	Move	<i>Telephone equipment</i>		
3	Move	<i>Networking equipment and servers</i>		
4	Move	Seating assignments at new location		
2	Move	Packing needs for employees		
2	Move	Common area packing requirements		
4	Move	Plan for protection of confidential information		
3	Move	Packing schedule: determine what can be packed in advance vs. last minute so your business can continue to operate as efficiently as possible with the least amount of interruption		
1	Move	Communicate packing/labeling guidelines – professional movers will provide custom packing instructions and labels		
1	Move	Packing supplies: ask your mover about crate rental vs. corrugated material – saves time, money and is better for the environment		
0.5	Move	Ensure boxes or containers are properly packed and labeled with office location or name, importance, and contents		
0.1	Move	Protection of floors, walls and elevators		
6	Security	Master employee roster and access levels		
6	Security	List of specialty areas that require restricted access		
12	Security	List of areas that require enhanced fire suppression		
9	Security	Monitoring services for employees and new facility		
6	Security	Security system: select or transfer existing monitoring services		
6	Security	Security plan for vacated space until turnover		
6	Vendors	Moving		
12	Vendors	Furniture installation/reconfiguration		
18	Vendors	Architectural		
9	Vendors	Cabling		
9	Vendors	Telephone/data (POTS, T-1, ISDN, DSL)		
9	Vendors	Network (upgrade, back up, prepare for move)		

9	Vendors	Security system		
4	Vendors	Secure document destruction and removal		
3	Vendors	Janitorial		
3	Vendors	Plant watering		
3	Vendors	Vending		
3	Vendors	Courier		

**With questions, please contact Kevin Stringer at (916)275-4447 or [kstringer@chipmanrelo.com](mailto:kstringer@chipmanrelo.com).**