

# MOVING CHECK LIST



ELITE

	Date Req'd	Responsibility	Status	Date Done
<ul style="list-style-type: none"> <li>Select new office location</li> </ul>				
<b>Four Months Before</b>				
<ul style="list-style-type: none"> <li>Set a budget for the move</li> </ul>				
<ul style="list-style-type: none"> <li>Decide what improvements you may need</li> </ul>				
<ul style="list-style-type: none"> <li>Choose a move coordinator if applicable</li> </ul>				
<ul style="list-style-type: none"> <li>Order new fax and phone numbers</li> </ul>				
<ul style="list-style-type: none"> <li>Order new address labels</li> </ul>				
<ul style="list-style-type: none"> <li>Order new furniture if required</li> </ul>				
<b>Two Months Before</b>				
<ul style="list-style-type: none"> <li>Schedule the move date</li> </ul>				
<ul style="list-style-type: none"> <li>Get price quotes from several moving companies</li> </ul>				
<ul style="list-style-type: none"> <li>Make an inventory checklist</li> </ul>				
<ul style="list-style-type: none"> <li>Declare existing damages of your inventory</li> </ul>				
<ul style="list-style-type: none"> <li>Create the floor plan of you new location                             <ul style="list-style-type: none"> <li>Decide what rooms are more convenient for each department, how to place the furniture and appliance, etc.</li> <li>Assign each employee their office or cube space</li> </ul> </li> </ul>				
<ul style="list-style-type: none"> <li>Plan moving schedule</li> </ul>				
<ul style="list-style-type: none"> <li>Prepare instructions for your staff</li> </ul>				
<ul style="list-style-type: none"> <li>Discuss the insurance during the move with your agent</li> </ul>				
<ul style="list-style-type: none"> <li>Order Internet for your new location</li> </ul>				
<ul style="list-style-type: none"> <li>Begin creating a list of mail you currently receive to change the addresses soon</li> </ul>				
<ul style="list-style-type: none"> <li>Begin creating a list of vendors / clients who need to know your moving</li> </ul>				

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<b>One Month Before</b>				
• Inform any vendors and clients about the change of address				
• Change the address on your web site				
• Order new checks with address				
• Order keys and access cards for new location				
• Prepare cartons, moving crates and other packing materials				
• Schedule Locksmith for close of business date				
• Order new stationery, business cards, etc.				
• Pack up things not currently in use				
• Tag packed things and send them to new location				
• Check the requirements of any move permits				
• Arrange disconnection of all utilities in old location				
• Arrange connection of all utilities in new location				

<b>Two Weeks Before</b>				
• Arrange cleaning and carpeting if required in old or new locations				
• Distribute the move plan to all employees				
• Arrange the elevator and loading dock on the day of the move				
• Cancel paper deliveries				
• Send change of address information to any you haven't sent to				
• Assign the person to be on-site while moving				
• Make a list of employees who will be and not be present during the move				
• Assign someone to pack things of absent people				
• Distribute new keys and cards				
• Distribute directions to the new location for employees				

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## Last Week Before Moving Day

<ul style="list-style-type: none"> <li>Keep things as simple as possible this week. Avoid scheduling important client meetings; have salespeople or account manager's contact their biggest clients and warn them that they may be unavailable at times. Most of this week will be focused on preparing to move: packing, labeling, and finishing last-minute tasks.</li> </ul>				
<ul style="list-style-type: none"> <li>'Purge' your files. There is no need to move out-dated files. Go through them and throw out any unnecessary information.</li> </ul>				
<ul style="list-style-type: none"> <li>Clean your computer: files, emails, etc.</li> </ul>				

## Getting ready to leave the old office

<ul style="list-style-type: none"> <li>Arrange for boxes for employees</li> </ul>				
<ul style="list-style-type: none"> <li>Have plenty of boxing tape &amp; Packing materials</li> </ul>				
<ul style="list-style-type: none"> <li>Arrange for excess garbage pick-up</li> </ul>				
<ul style="list-style-type: none"> <li>Pack up desks, personal spaces</li> </ul>				
<ul style="list-style-type: none"> <li>Ensure all items are "tagged"</li> </ul>				
<ul style="list-style-type: none"> <li>Pack up computers</li> </ul>				
<ul style="list-style-type: none"> <li>Take down systems furniture or know what should be taken down</li> </ul>				
<ul style="list-style-type: none"> <li>Remove all art, wall hangings and attached book shelves</li> </ul>				
<ul style="list-style-type: none"> <li>Map out the floor plan new location and label everything appropriately</li> </ul>				
<ul style="list-style-type: none"> <li>Inspect the new building</li> </ul>				
<ul style="list-style-type: none"> <li>Confirm all reservations and schedule</li> </ul>				

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## Moving Day

<ul style="list-style-type: none"> <li>Moving day belongs to the movers and the move managers: keep most employees out of both offices. Only those specifically selected to provide guidance should be on location.</li> </ul>				
<ul style="list-style-type: none"> <li>Clean out old office</li> </ul>				
<ul style="list-style-type: none"> <li>Supervise loading and then unloading</li> </ul>				
<ul style="list-style-type: none"> <li>Arrange food for everyone helping move</li> </ul>				
<ul style="list-style-type: none"> <li>Check unpacked things with your inventory list</li> </ul>				
<ul style="list-style-type: none"> <li>Move plants</li> </ul>				
<ul style="list-style-type: none"> <li>Celebrate this event with a welcome breakfast</li> </ul>				
<ul style="list-style-type: none"> <li>Check if all equipment is working</li> </ul>				

## Moving Day Essentials

<ul style="list-style-type: none"> <li>Post color coded signs in new offices for movers</li> </ul>				
<ul style="list-style-type: none"> <li>Have several copies of the Floor Plan available</li> </ul>				
<ul style="list-style-type: none"> <li>Protect main moving paths</li> </ul>				

## Post Moving Tasks

<ul style="list-style-type: none"> <li>Collect old keys, cards</li> </ul>				
<ul style="list-style-type: none"> <li>Periodically visit old office to pick up mail</li> </ul>				
<ul style="list-style-type: none"> <li>Hold an Open House/Grand Opening!</li> </ul>				