

Office Moving  
Preparing for your Move  
6 Month Countdown  
Checklist



Moving with Pride



**2 – 4 months before move day (continued)**

	<b>Responsibility</b>	<b>In Progress</b>	<b>Complete</b>	<b>Notes</b>
<input type="checkbox"/> Evaluate and upgrade phone system				
<input type="checkbox"/> Order long distance service				
<input type="checkbox"/> Order additional phone lines				
<input type="checkbox"/> Evaluate server room needs				
<input type="checkbox"/> Design office space and layout				
<input type="checkbox"/> Order new furniture, desks & chairs				
<input type="checkbox"/> Plan delivery of new furniture				

**1 – 2 months before move day**

	<b>Responsibility</b>	<b>In Progress</b>	<b>Complete</b>	<b>Notes</b>
<input type="checkbox"/> Assign office space to employees				
<input type="checkbox"/> Get rid of junk and clear out clutter				
<input type="checkbox"/> Send change of address				
<input type="checkbox"/> Banks & financial institutions				
<input type="checkbox"/> Clubs & organizations				
<input type="checkbox"/> Credit accounts & credit cards				
<input type="checkbox"/> Customers				
<input type="checkbox"/> Insurance companies				
<input type="checkbox"/> Subscriptions				

**1 – 2 months before move day (continued)**

	<b>Responsibility</b>	<b>In Progress</b>	<b>Complete</b>	<b>Notes</b>
<input type="checkbox"/> Post office				
<input type="checkbox"/> Prospects				
<input type="checkbox"/> Supplies & special services				
<input type="checkbox"/> Insurance quotes for new space				
<input type="checkbox"/> Arrange for servicing/move of photocopier with supplier				
<input type="checkbox"/> Security system for new location				
<input type="checkbox"/> Order keys and access cards				
<input type="checkbox"/> Order cheques, update financial info				

**1 month before move day**

	<b>Responsibility</b>	<b>In Progress</b>	<b>Complete</b>	<b>Notes</b>
<input type="checkbox"/> Store property that will not be moved				
<input type="checkbox"/> Order Utilities				
<input type="checkbox"/> Order stationary & business cards				
<input type="checkbox"/> Update your website				
<input type="checkbox"/> Reserve elevators & loading docks				

**2 weeks before move day**

	<b>Responsibility</b>	<b>In Progress</b>	<b>Complete</b>	<b>Notes</b>
<input type="checkbox"/> Tag & inventory computers				
<input type="checkbox"/> Tag & inventory furniture by location				

**2 weeks before move day (continued)**

	<b>Responsibility</b>	<b>In Progress</b>	<b>Complete</b>	<b>Notes</b>
<input type="checkbox"/> Tag all wall items & move centrally				
<input type="checkbox"/> Install systems furniture, if new				
<input type="checkbox"/> Install phone system				
<input type="checkbox"/> Assign new phone #'s and ext's				
<input type="checkbox"/> Map out new location				
<input type="checkbox"/> Provide mover with floor plan				
<input type="checkbox"/> Review move schedule with mover				
<input type="checkbox"/> Update security systems				
<input type="checkbox"/> Dispose of any unneeded materials				

**1 week before move day**

	<b>Responsibility</b>	<b>In Progress</b>	<b>Complete</b>	<b>Notes</b>
<input type="checkbox"/> Bins are dropped off				
<input type="checkbox"/> Pack up common areas				
<input type="checkbox"/> Distribute new keys & security cards				
<input type="checkbox"/> Back up computers				
<input type="checkbox"/> Pack desks and personal spaces				
<input type="checkbox"/> label all items as per to new location				
<input type="checkbox"/> Inspect the new location				
<input type="checkbox"/> Communicate to clients you may be unavailable at times during move				

### 1 week before move day (continued)

	Responsibility	In Progress	Complete	Notes
<input type="checkbox"/> Assign staff to help guide movers				
<input type="checkbox"/> Assign health & safety responsibility				
<input type="checkbox"/> Arrange catering for day of move				

### Moving Day

	Responsibility	In Progress	Complete	Notes
<input type="checkbox"/> Establish decision making authority				
<input type="checkbox"/> Review floor plan and color coding				
<input type="checkbox"/> Post signs for movers				
<input type="checkbox"/> Set up a "lost and found"				
<input type="checkbox"/> Protect moving paths				
<input type="checkbox"/> Clean out old location				

### After the Move

	Responsibility	In Progress	Complete	Notes
<input type="checkbox"/> Bins are picked up (1 week after)				
<input type="checkbox"/> Collect old keys, cards				
<input type="checkbox"/> Complete deficiency checklist				
<input type="checkbox"/> Pick up mail from old location				