



Moving Checklist

Simple Checklist for a Stress-free Office Relocation



Moving your office is a complex process with many moving parts - it's important to set time aside to plan and prepare. Keep everyone informed, especially your employees and customers, as well as your vendors. Also, set expectations with your employees and management - people will probably have to balance existing workload and commitments they have associated with the move. Finally, take advantage of outside resources familiar with office moves including moving companies, IT firms, and office furniture dealers.

The checklist below identifies items that should be completed prior to, during, and after your move. Assign responsibilities to individuals in your company, and meet regularly to make sure everyone is taking care of their tasks. Following these steps will help you relocate successfully and with the least amount of disruption. *Please note that this checklist is a general guideline for relocation and may not consider the unique requirements of your office and employees.*

6 Months to One Year Before Move

- Assign an internal project manager to oversee the move. This person is responsible for creating a relocation team, overall move communications, and making sure everyone is completing their move-related tasks on time.
- Assign leaders for each major area to the relocation team, including IT/Telecommunications, office layout and design, office furniture, Human Resources, etc. Be sure to include any necessary outside vendors such as contractors and movers.
- Create a risk management plan with your team leaders – consider what could go wrong and what you would do to minimize these occurrences and their impacts.
- Make an inventory list of all current office furniture, equipment, and contents.
- Review office space blueprints; develop layout options for private, collaborative, conference and office equipment work areas. Note – Office Furniture dealers are an excellent source for development of floorplans and layouts.
- Create final office layout plan; document placement of major furniture items and shared office equipment.
- Contact furniture companies for furniture options and pricing, get at least three quotes.
- Evaluate insurance needs for new space and obtain price/coverage proposals.
- Have departments provide lists of critical computing, file storage, systems, and telecommunications functions.
- Meet with IT staff to determine computing, networking, voice and any other technology infrastructure requirements for the new office. Determine upgrades, replacements, and recyclables.

4 Months Before Move

- Develop test plans and evaluate impacts of system downtime. Devise a backup plan in case critical equipment is harmed or systems access is unavailable.
- Document location of all critical electronic files, including HR and customer files. Set plan for files backup and/or access for offsite files (including cloud-stored). Involve outside IT vendor if necessary.
- Consult with IT to determine onsite server placement at new location and whether backup power and additional cooling are needed.
- Contact suppliers and manufacturers for office computers and other necessary technology. Evaluate products/services, obtain quotes, and place orders.
- Contact suppliers and manufacturers for phone options. Evaluate products/services, obtain quotes, and place orders.
- Confirm that the internet access supplier used at current location provides service at new location or determine alternative.
- Make selection of final office furniture supplier, place furniture orders.
- Evaluate, select, and hire an office moving company. Get three different quotes. Note – make sure your vendors offer professional packing services for delicate items and expensive office equipment.
- Assess amount and confirm the moving insurance with the moving company. Note – Moving yourself? Opt for the insurance coverage.
- Arrange for any off-site storage of furniture, equipment, or files not making the move.

Two Months Before Move

- Order carpeting.
- Order paint, and schedule painter.
- Finalize any phone number changes.
- Find a supplier for basic office items such as paper, pens, toner, and so on.
- Conduct systems restoration and downtime testing with IT.
- Have phone, networking, and any other necessary wiring installed.
- Order new building signage, business cards, letterhead, and other marketing collateral with updated information.
- Order revised insurance for new space with coverage to begin prior to formal move-in date (when systems moves begin).
- Confirm the need for any moving day permits with local municipality (e.g., if street will be partially obstructed during your move).
- Begin weekly move status meetings with key employees.
- Send periodic employee emails with status updates and action items.

One Month Before Move

- Confirm orders with the vendors for furniture, carpet, computers, etc., make any necessary schedule adjustments.
- Publish detailed move schedule for all employees. Give clear instructions of what employees need to do to support the move.
- Communicate move date and new office and contact information to all customers and vendors.
- Reserve elevators for moving day, and make sure the movers have access to all necessary areas of the new building (loading docks, lifts, and so on).
- Assign someone to supervise the office moving company at both locations.

10 Days Before Move

- Arrange to transfer or close down accounts for utilities such as gas, water, and electric.
- Arrange for mail to be forwarded from old to new office location.
- Have carpet installed at new location.
- Have office painted at new location.
- Schedule final cleaning and inspection for existing office.
- Give the moving company a copy of the new floor plans before moving day to familiarize them with the new layout.
- Test new phone lines and numbers.
- Encourage employees to do a “pre-clean”, removing any old/unnecessary files or equipment. Have a shredder available for sensitive documents.

1 to 2 Days Before Move

- Publish list of key contact cell phone numbers for move-related questions.
- Have all employees complete packing and labeling items that need to be moved. Note – use a pre-determined, standard and simple labeling system for all boxes, crates, and furniture.
- Arrange for disposal of any items not making the move.
- Visit new location and label department or functional areas.
- Meet with the moving company supervisor to go over final details.
- Deliver and install any new computers, copiers, phones, networking gear, or other equipment. Test for proper operation.
- Provide employees with new location maps, entrance keys/key cards, alarm codes.
- Issue press release to local media about move.

Moving Day

- Provide employees with any documentation on new systems such as phones or network information, including any new network access keys.
- Provide employees with documentation on locations for physical and electronic files.
- Have move coordinators in both current and new locations available to record move-day notes or issues requiring follow-up.
- Have the new floor plans clearly displayed in the new office.
- Have refreshments available at both locations.
- Set up a lost-and-found system at both sites.
- Supervise final cleaning at old office and inspection.
- Post move information, including photos, to social media.



1 to 2 Days After Move

- Update your website, voice mail, e-mail signatures, etc. with new location information.
- Place a “We’ve Moved” sign at the old office detailing your new address and contact information.
- Hold an employee tour of the new office and surrounding area, and address questions or concerns.
- Conduct any training that might be needed (e.g., phone and security system training).
- Clean up packing boxes and equipment, discard.

1 to 2 Weeks After Move

- Consider an after-the-move open house for employees to celebrate everyone’s efforts, and promote the move to clients and vendors.



Inspired by practicality and invested in understanding the needs of its customers, The HON Company strives to establish meaningful connections resulting in product solutions and customer support that exceed market demands. As a leading designer and manufacturer of workplace furniture including chairs, storage, panel systems, tables and desks, HON’s commitment to serving its customers is rooted in reliable performance and a member culture that is approachable, confident, smart and ready to serve. To learn more, visit [hon.com](https://www.hon.com). To find your local HON Connect dealer, visit [hon.com/Dealer-Locator](https://www.hon.com/Dealer-Locator).