



# OFFICE MOVING CHECKLIST

## 3 MONTHS PRIOR TO MOVE

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- Define scope of work, IT needs, and budget. Identify resources and assign roles
- Set tentative move date and establish master schedule
- Communicate and reserve move dates/elevator reservations with origin & destination properties
- Take inventory and determine asset disposition plan
- Set up walkthrough with moving company

## 2 MONTHS PRIOR TO MOVE

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- Confirm all vendor resource availability for move dates
- Create file and storage allocation plan
- File change of address with post office, vendors, clients, subscriptions, etc.
- Assist business units with floor plan, seat designations, file and other unique needs

## 1 MONTH PRIOR TO MOVE

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- Obtain certificate of insurance forms from all contracted vendors
- Begin purging process of unwanted items
- Confirm HVAC operates at both locations during move execution phase
- Assign packing & labeling for employees and common areas
- Schedule crate and dolly delivery for 1 week prior to move

## 1 WEEK PRIOR TO MOVE

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- Label, tag and color code inventory items/take photos of high value items
- Confirm all items are labeled & office contents are ready. Designate items for disposal
- Post any office layout drawings on each destination office to aid installers
- Secure key duplicates/affix keys to desks and cabinets
- Distribute new phone list & "welcome" kits with maps of local eateries to employees
- Ensure you have mobile numbers to connect with move personnel on moving day

## MOVING DAY

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- Ensure moving company has protected elevator cabs, lobbies, walls and floors at both locations
- Conduct final walkthrough. Verify that file cabinets, desks and appliances are empty and safe to load.
- Confirm building rules are being adhered to and provide direction to all moving day vendors
- Walk through entire origin location to confirm all contents moved as plan

## POST MOVE

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- Be sure obsolete computer and phone contact information is disabled or forwarded
- One week after move, confirm pickup of remaining crates and any disposable items
- If needed, hire additional moving assistance for last minute furniture rearranging needs
- Check your final mover invoice against bid or contract pricing
- Mover punch list or damage claims to be settled before payment of final invoice