

Business Move Checklist

- ☐ Select a move committee. This is typically made of representatives from IT, HR, Operations and other interested and qualified people.
- ☐ Establish a preliminary relocation budget.
- ☐ Determine whether the move warrants hiring a third-party move management consultant. If so, interview and hire third-party partner.
- ☐ Coordinate moving of servers with IT provider/support.
- ☐ Contact telecommunications/data provider to schedule a cut-over date.
- ☐ Contact telephone provider to get new numbers or move existing.
- ☐ Order data circuits and/or specialty circuits (check for lead times).
- ☐ Order phone lines for elevator, security and any other item that may require a phone line.
- ☐ Confirm your long distance carrier or change it.
- ☐ Determine if any equipment requires specialized or approved vendors to move it. This could include copiers, lab equipment, certain electronics or manufacturing equipment.
- ☐ Check existing lease for restoration requirements/conditions for returning current space to landlord.
- ☐ Reserve the building elevator (existing for move out, new for move in).
- ☐ Order keys from the building.
- ☐ Contact the building to confirm location of signage.
- ☐ Hire signage vendor to plan, get approval for, and install new signage.
- ☐ Obtain a qualified mover by interviewing 2-4 companies, depending on the size of job.
- ☐ Order new stationery, business cards and forms.
- ☐ Notify your clients of change of address.
- ☐ Contact the post office for change of address.
- ☐ Contact your bank for change of address.
- ☐ Notify vendors of change of address (coffee service, vending machines, etc.).
- ☐ Contact the IRS for change of address.
- ☐ Change address with any publications that are delivered to office.
- ☐ Notify insurance carrier of change of address and new office's requirements. Obtain certificates of insurance for the landlord, and any entities required by the lease.
- ☐ Contact the Franchise Tax Board for change of address.
- ☐ Contact the Employment Development Department for change of address.
- ☐ Contact the Secretary of State for change of address.

2 Months Prior to Move:

- ☐ Coordinate with IT on server move, desktop, and PBX timelines.
- ☐ Assemble 'Move Team' with each department having a 'Move Liaison'.
- ☐ Schedule weekly move coordination meetings – prepare and distribute weekly minutes & schedules.
- ☐ Review & define areas of responsibility
- ☐ Common areas (coffee/break rooms, copy rooms, etc.)
- ☐ De-installation & installation responsibilities – coordination of timing
- ☐ Move sequencing/timeline preparation
- ☐ Collect all furniture layout plans from employees for their new spaces.
- ☐ Prepare lab equipment ID matrix of all equipment moving (if applicable) – check/review special equipment installation compatibility/requirements (coordinate with users).
- ☐ Develop preliminary move schedule.

Business Move Checklist (continued)

1 Month Prior to Move:

- ☐ Assign move numbers/labeling/tagging scheme – prepare floor plans/layouts.
- ☐ Create employee move packets and instructions on how to move.
- ☐ Prepare agenda for employee move orientation meeting.
- ☐ Discuss and agree on move insurance needs with company.
- ☐ Modify new space to meet equipment demands as necessary (coordinate with users).
- ☐ Fine tune move schedule.
- ☐ Distribute contact lists for emergency/on site/on call lists.
- ☐ Review and finalize all move sequences/schedules – distribute to move team.
- ☐ Prep building for move – surface protection, corner guards, etc.
- ☐ Distribute new security ID cardkey entry badges.

2 Weeks Prior to Move:

- ☐ Finalize move schedule.
- ☐ Hold employee move orientation meeting.
- ☐ Distribute employee move packets.
- ☐ Schedule packing material and label delivery.
- ☐ Prepare employee welcome packet to the new space (restrooms, gyms, break rooms, copy rooms, etc.).
- ☐ Move team preparation for move – channels for communication, change requests, emergency contacts, cell phones, etc.
- ☐ Schedule move day on site help.
- ☐ Identify 'lost and found' at both origin and destination.
- ☐ Identify move command central – for mover and employee inquiries.

Move Week:

- ☐ Schedule additional packing material and label delivery.
- ☐ Tag and label destination site – room numbering and equipment IDs.
- ☐ Mount 'You are here' floor plans and color-coding instructions.

Move Day(s):

- ☐ Assign origin and destination move liaisons.
- ☐ On site help to coordinate move related questions, etc.
- ☐ Complete job walk each day of move of schedule/ completion/damage, etc.
- ☐ Prepare 'honey-do' lists.
- ☐ Distribute employee welcome packets at their new destinations.

Post Move Support:

- ☐ Move central command post – support employee inquiries, lost & found, honey-do lists, etc.
- ☐ Dispatch appropriate team(s) for post move support – hang white boards, equipment fit up, etc.
- ☐ Survey for damage – prepare and submit reports.
- ☐ Prepare move punch list and action items – coordinate with appropriate contractors, etc.

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