



Office Moving Checklist

Step 1: Plan Moving Event

(1 to 3 months before)

- ☐ Choose a department move contact
- ☐ Distribute the Office Move Guide
- ☐ Communicated with employees
- ☐ Contact FM&S to verify move dates
- ☐ Create a master checklist of tasks
- ☐ Decide on the layout of the new location(s)
- ☐ Decide on color coded label needs
- ☐ Order color coded tags

Step 2: Prepare for Move

(1-2 weeks before)

- ☐ Get rid of the junk (If you haven't used it in 6 months, do you really need it?)
- ☐ Empty and clean refrigerators
- ☐ Obtain moving crates and cartons
- ☐ Clear supply cabinets
- ☐ Have cubicles disassembled
- ☐ Place labels on all wall items
- ☐ Move items to central location
- ☐ Start placing labels on furniture
- ☐ Order keys for the new location(s)
- ☐ Start packing!

Step 3: Action Before Move

(1 day beforehand)

- ☐ Empty desks, etc. and secure items
- ☐ Make sure file drawers are locked
- ☐ Make sure breakable items are properly packed
- ☐ Are the computer and other machines disconnected?
- ☐ Are the "Do Not Move" labels in place?
- ☐ Are the desk and chair pads labeled?
- ☐ Do you have a set of spare keys available?
- ☐ Turn in your old keys to the departmental move contact
- ☐ Has the move contact delivered the old keys to Access Control?
- ☐ Are you packed and ready to go?

Step 4: Moving Day

- ☐ Have fun!

(If you have questions, please notify your department move contact)