

# YOUR OFFICE MOVE CHECKLIST 2018



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## 3 or so months before the move,,, yeah right hopefully. **DON'T**, panic. Do, Breathe!

- ☐ Establish a preliminary relocation budget.
- ☐ <https://www.getkisi.com/guides/how-to-plan-an-office-relocation>
- ☐ <https://www.lifestorage.com/blog/moving/moving-budget-template/>
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- ☐ Coordinate moving of servers with your IT provider or support person.
- ☐ Contact us at [www.acdtele.com](http://www.acdtele.com)
- ☐ Contact your telephone provider to get new numbers or relocate existing
- ☐ COMCAST <https://my.xfinity.com/?cid=cust>
- ☐ AT&T <https://www.att.com/smallbusiness/explore/index.html>
- ☐ Telepacific Communications <https://www.tpx.com/news-item/telepacific-becomes-tpx-communications/>
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- ☐ Determine if any equipment requires specialized or approved vendors to move it.
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- This could include copiers, lab equipment, certain electronics or manufacturing equipment, your door access, SECURITY ALARM COMPANY intercoms, and paging.
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- ☐ IF you do not have security cameras now, consider installing them at least at the front door, and in your IT or secure areas. [www.acdtele.com](http://www.acdtele.com)

- ☐ Check your existing lease for restoration requirements/ conditions for returning the current space to your landlord. Check your original lease documents. Schedule a meeting with existing landlord to review these requirements.
  - ☐ **Contact your telecommunications/data provider to schedule a cut-over date.**
  - ☐ Reserve the building elevator (existing for move-out, new for move-in).
  - ☐ Contact the building to confirm location logos and or signage, if any.
  - ☐ Hire a signage vendor to plan, get approval for, and install new signage, if applicable.
  - ☐ Order keys from the building ask them to duplicate three sets.
  - ☐ **Obtain a qualified mover by interviewing 2-4 companies, call references!, depending on the size of job.**
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## 2 to 3 Months Prior to Move:

- ☐ Select a move committee.
- ☐ Order or redesign letterhead, business cards, forms, and other printed marketing materials.
- ☐ **Coordinate updates to your website, email signatures, and any place else where your address appears so they can be implemented on the day of your move.** ☐ **Notify your clients of change of address.**
- ☐ Contact the post office, your bank and vendors (coffee service, vending machines, etc.) for change of address.
- ☐ Contact the IRS, Franchise Tax Board, Secretary of State, and Employment Development Department for change of address.
- ☐ Notify your insurance carrier of change of address and new office requirements. Obtain certificates of insurance for the landlord, and any entities required by the lease.

## 2 Months Prior to Move:

- ☐ Coordinate with IT on server move, desktop, and PBX timelines.
- ☐ **Prepare floor plans/layouts, and verify COMMUNICATION AND DATA LOCATIONS**
- ☐ **UPDATE YOUR WEBSITE INFORMATION including your new location.**
- ☐ Collect all furniture layout plans from employees for their new spaces.
- ☐ Develop a preliminary move schedule.

## 1 Month Prior to Move:

- ☐ Discuss and agree on move insurance needs with your company.
- ☐ **Find a way to send out a press releases to highlight new location, tell people where you are at so they can find you!**
- ☐ Coordinate with new site to add your listing to lobby directory.
- ☐ Develop a labeling/tagging scheme and assign move designations as needed.

- ☐ Make sure employees know their assigned designations and agree on it.
- ☐ Determine security procedures for the move, keep in mind security at the new location.
- ☐ Secure off-site storage location for old files.

## • **2 Weeks Prior to Move:**

- ☐ Finalize move schedule,,, check everything!
- ☐ Prepare employee welcome packet for the new space (restrooms, gyms, break rooms, copy rooms, etc.).
- ☐ Establish channels for move team communication and protocol for change requests.
- ☐ Create list of emergency contacts, update cell phone numbers, and vendors that includes moving company, building management, utilities, telecommunications, etc.
- ☐ Schedule on-site help for move day.
- ☐ Identify a 'Move Command Central' for mover and employee inquiries.
- ☐ Select cleaning vendor for post-move.
- ☐ Schedule packing material and label delivery.

## **\*\*\*\*\*Move Week: \*\*\*\*\***

- ☐ Schedule any additional packing material and label delivery.
- ☐ Tag and label all items at the destination site using room numbers and equipment IDs, as needed.
- ☐ Distribute handouts to the employees and or email new contact lists for emergency/on-site/ on-call lists.
- ☐ Prep building for move – make sure you are following guidelines at the new building, including providing surface protection, corner guards, etc.
- ☐ Distribute new security ID cardkey entry badges and or clean up database to prevent fraud.
- ☐ Schedule training for all emergency procedures at new location if needed, and talk about the building and how to be safe at all times!
- ☐ As close as possible to moving day – change locks and access codes at new location.

## **Move Day(s):**

- ☐ Assign To and FROM move contacts,
- ☐ Coordinate On-site help to handle move related Issues and or last minute power or connection problems.
- ☐ Complete job assessment and walkthrough each day of move to track progress, confirm the move is on schedule, (?) and identify any issues.
- ☐ Allocate new keys and/or access cards for new location.
- ☐ Distribute employee welcome packets at their new destinations.

## **Post-Move Support:**

- ☐ Dispatch appropriate team(s) for post-move set-up – hanging white boards, equipment fit up, etc.
- ☐ Collect all access items including security cards, keys and parking passes for old location and confirm return of deposits held by landlord for items.
- ☐ **Survey for damage. TAKE PICTURES Prepare and submit reports.**
- ☐ Prepare move punch list and action items.
- ☐ Coordinate with appropriate contractors to address all issues, and track to completion.
- ☐ Review final invoices against contracts.

**If you did good, congratulate yourself, get some flowers for the office, and set up an employee luncheon, invite your new neighbors! It's a great way to make new friends and get more customers!**