

# Office Move Checklist

Create a complete working budget for move

## New office setup

- Geographical area being considered for new office
- Type of building desired
- Square feet needed
- Utilize modular furniture?
- Replace any case goods furniture?
- Make rough design of office layout
- Determine office sizes & who gets what
- Make changes/upgrades to office systems
  - Telephone system
  - Computers and networking
  - Copiers/Printers/Fax machines. Postage meters, etc.
- Establish requirements for archiving/warehousing (off site)

Hire a tenant rep broker (if needed)

Hire an architect/interior designer

- Create working floor plan drafts
- Provide HVAC requirements for all equipment
- Provide electrical requirements for all equipment
- Decide on standard cabling outlet configuration (Voice and Data)

## Select new space

- Negotiate lease terms
- Negotiate work letter (TI allowance)
- Sign lease
- Give notice to old landlord

## Hire vendors

- Moving company
- Moving coordinator
- Cabling
- Telephone system (replace it or move it)
- Order new phone/data service (POTS, T-1, ISDN, and DSL)

- Network (upgrade it, back it up, prepare to move it)
- Security system
- Modular furniture (replace it or move it)
- Furniture movers
- Document destructors
- New janitorial service
- Plant watering service

#### Manage construction project

- Hire General contractor
- Hire Project manager?
- Hire MEP engineer
- Get drawings approved for permit
- Obtain building permits

#### Change address & phone numbers

- Order new stationery and business cards
- Order new signs
- Paint company vehicles
- Change vehicle registration?
- Change website to reflect new address/phone numbers
- Revise advertising
- Revise yellow pages listing
- Notify post office

Throw away junk and archive old files

Warehouse un-needed equipment and files

#### Communicate

- Memos to employees
- Letter to customers
- Notify bank and accountant
- Notify insurance agent
- Notify vendors and suppliers

#### Packing prep (if not using moving coordinator or moving company)

- Order and distribute boxes
- Rent crates (if applicable)
- Order and distribute packing materials

- Order and distribute labels and markers
- Provide clear instructions for packing
- Determine who will pack filing cabinets, supply cabinets
- Determine who will pack common areas (reception, pantry, library, etc.)
- Make arrangements to have live plants moved
- Make arrangements to move framed pictures and any special artwork
- Arrange for packing/moving of copiers
- Arrange for disassembly/reassembly of modular furniture
- Arrange to pack/move networking equipment and servers
- Arrange to prep/move telephone system

#### Move management prep

- Take complete inventory
- Document network log-ins, access, print spooling, etc.
- Perform complete backup of network
- Perform complete backup of telephone system
- Document telephone extension, pooling groups, etc.
- Select department coordinators
- Create packing/labeling guidelines
- Arrange to have PCs packed/moved
- Determine who will work on move weekend
- Arrange for elevator access (both sites)
- Schedule parking and unloading at new site
- Obtain any special moving/parking permits
- Determine building restrictions for move hours
- Arrange for protection of floors, walls and elevators

#### Clean up/demo old site

- Remove old cabling?
- Arrange for special trash pickup
- Perform final cleaning?

#### Update:

- Service agreements
- Business Licenses
- Insurance
- Sales & Use certificates
- Equipment leases
- Mandatory HR postings