



Moving Checklist

Courtesy of Mike Donnelly - 538-828-0011 mike@californianorthern.com

| | Date Req'd | Responsibility | Status | Date Done |
|---|------------|----------------|--------|-----------|
| Select new office location | | | | |
| Four Months Before | | | | |
| Set a budget for the move | | | | |
| Decide what improvements you may need | | | | |
| Choose a move coordinator if applicable | | | | |
| Order new fax and phone numbers | | | | |
| Order new address labels | | | | |
| Order new furniture if required | | | | |

| Two Months Before | | | | |
|---|--|--|--|--|
| Schedule the date of move | | | | |
| Get price quotes from several moving companies | | | | |
| Make an inventory checklist | | | | |
| Declare existing damages of your inventory | | | | |
| Create the a floor plan of new office | | | | |
| Decide what rooms are more convenient for each department, how to place the furniture and appliance, etc. | | | | |
| Assign each employee their office or cube space | | | | |
| Plan moving schedule | | | | |
| Prepare the move schedules and instructions for your staff | | | | |
| Discuss the insurance during the move with your agent | | | | |
| Order Internet access for a new office | | | | |
| Begin creating a list of mail you currently receive to change the addresses soon | | | | |
| Begin creating a list of vendors / clients that would need to know that you've moved | | | | |

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| One Month Before | | | | |
| Inform any vendors and clients about the change of address | | | | |
| Change the address on your web site | | | | |
| Order New checks with address | | | | |
| Order keys and access cards for new office | | | | |
| Prepare cartons, moving crates and other packing materials | | | | |
| Schedule Locksmith for close of business date | | | | |
| Order new stationery, business cards, etc. | | | | |
| Pack up some of things that are not currently in use | | | | |
| Tag packed things and send them to a new location | | | | |
| Check the requirements of any move permits | | | | |
| Arrange disconnection of all utilities in old office | | | | |
| Arrange connection of all utilities in new office | | | | |

| Two Weeks Before | | | | |
|---|--|--|--|--|
| Arrange cleaning and carpeting if required in old or new office | | | | |
| Distribute the move plan to all employees | | | | |
| Arrange the elevator and loading dock on the day of the move | | | | |
| Cancel papers delivery | | | | |
| Send change of address information to any you haven't sent to | | | | |
| Assign the person to be on-site while moving | | | | |
| Make a list of employees who will be and not be present during the move | | | | |
| Assign somebody to pack things of absent people | | | | |
| Distribute new keys and cards | | | | |
| Distribute directions to the new place for employees | | | | |
| Avoid important meetings on the date of the move | | | | |

| Last Week Before Moving Day | | | | |
|--|--|--|--|--|
| Keep things as simple as possible this week. Avoid scheduling important client meetings; have salespeople or account managers contact their biggest clients and warn them that they may be unavailable at times. Most of this week will be focused on preparing to move: packing, labeling, and finishing last-minute tasks. | | | | |
| This is also a great time to 'perge' your files. There is no need to move out-dated files. Go through them and throw out any unnecessary information. Also, take this time to clean your computer: files, emails, etc. | | | | |

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| Getting ready to leave the old office | | | | |
| Arrange for boxes for employees | | | | |
| Have plenty of boxing tape & Packing materials | | | | |
| Arrange for excess garbage pick-up | | | | |
| Pack up desks, personal spaces | | | | |
| Ensure all items are "tagged" | | | | |
| Pack up computers | | | | |
| Take down systems furniture or know what should be taken down | | | | |
| Remove all art, wall hangings and attached book shelves | | | | |
| Map out the floor plan new location and label everything appropriately | | | | |
| Inspect the new building | | | | |
| Confirm all reservations and schedule | | | | |

| Moving Day | | | | |
|--|--|--|--|--|
| Moving day belongs to the movers and the move managers: keep most employees out of both offices. Only those specifically selected to provide guidance should be on location. | | | | |
| Clean out old office | | | | |
| Supervise loading and then unloading | | | | |
| Arrange food for everybody helping to move | | | | |
| Check unpacked things with your inventory list | | | | |
| Move plants | | | | |
| Celebrate this event with a welcome breakfast | | | | |
| Check if all equipment is working | | | | |

| Moving Day Essentials | | | | |
|--|--|--|--|--|
| Post color coded signs in new offices for movers | | | | |
| Have several copies of the Floor Plan available | | | | |
| Protect main moving paths | | | | |

| Post Moving Tasks | | | | |
|---|--|--|--|--|
| Collect old keys, cards | | | | |
| Periodically visit old office to pick up mail | | | | |
| Hold an Open House/Grand Opening! | | | | |