

# Business Move Checklist

## Program, Project & Construction Management

### **3+ Months Before Moving:**

- Form a move committee.
- Create an initial relocation budget.
- Decide on hiring a third-party move consultant if necessary.
- Coordinate server relocation with IT support.
- Arrange telephone services and consider long-distance options.
- Identify specialized vendors for specific equipment.
- Review lease terms for space restoration requirements.
- Consult with existing landlord about restoration expectations.
- Schedule telecommunication/data service cut-over.
- Reserve elevators at old and new buildings.
- Order necessary keys.
- Plan for new signage and arrange for installation.
- Interview and select a moving company.
- Arrange for updated printed materials and marketing updates.
- Update address on website, email signatures, and more.
- Notify clients, post office, bank, and vendors of address change.
- Update address with tax authorities and insurance providers.

### **2 Months Before Moving:**

- Coordinate IT tasks including server and desktop moves.
- Establish a move team with liaisons from each department.
- Hold regular coordination meetings.
- Gather furniture layout plans from employees.
- Plan for moving specialized equipment.
- Develop a preliminary move schedule.

### **1 Month Before Moving:**

- Create a labeling system and prepare floor plans.
- Determine move insurance needs.
- Organize a PR campaign and consider an office-warming event.
- Add listing to new site's lobby directory.
- Set security procedures.
- Arrange off-site storage for old files.
- Finalize move schedule.

### **2 Weeks Before Moving:**

- Confirm move schedule.
- Conduct employee move orientation meeting.
- Arrange packing materials and labels.
- Create employee welcome packets.
- Establish move team communication channels.
- Compile emergency contacts and vendor lists.
- Arrange on-site assistance for moving day.
- Designate a 'Move Command Central'.
- Choose post-move cleaning vendor.

### **Moving Week:**

- Receive packing materials and labels.
- Label destination areas.
- Distribute emergency/on-site contact lists.
- Finalize and distribute move schedules.
- Prepare building for move with protections.
- Distribute new security access items.
- Provide emergency training at new location.
- Change locks/access codes at new location.

**Moving Day(s):**

- Appoint move liaisons.
- Provide on-site assistance for questions.
- Monitor move progress and identify issues.
- Distribute access items at new location.
- Hand out employee welcome packets.

**Post-Move Support:**

- Maintain 'Move Command Central' for inquiries.
- Arrange post-move set-up tasks.
- Distribute updated contact lists and layouts.
- Collect and return access items from old location.
- Inspect for damage and submit reports.
- Address punch list items and coordinate with contractors.
- Review final invoices against contracts.
- Embrace your new space!"