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Office Moving Checklist

3 months prior to Moving Day

- Put together a "moving binder" to keep notes and file paperwork
- Hire a mover
- Create a floor plan of your new office and begin making decisions on use of space
- Hire or choose an employee to be a move coordinator
- Order new phone and fax numbers
- Start a list of who needs to be informed of change of address
- Arrange a meeting with the new office's building manager

2 months prior to Moving Day

- Order change of address labels
- Order Internet access
- Take inventory of all furniture and computers
- Order any needed office furniture and or computers
- Inform vendors and customers of change of address
- Update website information
- Update financial information
- Notify post office of change of address

1 month prior to Moving Day

- Contact all utilities
- Arrange for special transportation of special office equipment such as copiers
- Store property that will not be moved
- Check to see if you need any moving permits
- Complete an office floor plan
- Assign new offices and phone numbers

3 weeks prior to Moving Day

- Dispose of items that cannot be moved
- Arrange for a cleaning company to prepare your office before your arrival
- Begin pack nonessentials
- Place any need do not move tags
- Tag all desk pads and chair pads

2 weeks prior to Moving Day

- Back up computers
- Inspect new building
- Begin to pack nonessentials
- Post diagrams of the office at new location
- Make sure all office doors in new location are marked
- Label bookcase shelves and pack
- Label and disconnect all computer components
- Distribute new key cards

1 week prior to Moving Day

- Confirm any travel reservations and/or arrival time of moving van
- Defrost refrigerator and freezer, propping doors open
- Pack your belongings or let movers pack
- Disconnect and prepare major appliances for move
- Set aside anything that will travel in your car so it will not be loaded on the truck
- Clean out supply cabinets
- Clean out desks
- Disconnect all office equipment

Moving Day

- If using a mover, be sure you or someone is at the old office to answer questions
- Collect old key cards
- Arrange to have an employee visit old office periodically to pick up mail