Business Move Checklist

☐ Select a move committee. This is typically made of representatives from IT, HR, Operations and other interested and qualified people.

☐ Establish a preliminary relocation budget.

☐ Determine whether the move warrants hiring a third-party move management consultant. If so, interview and hire third-party partner.

☐ Coordinate moving of servers with IT provider/support.

☐ Contact telecommunications/data provider to schedule a cut-over date.

☐ Contact telephone provider to get new numbers or move existing.

☐ Order data circuits and/or specialty circuits (check for lead times).

☐ Order phone lines for elevator, security and any other item that may require a phone line.

☐ Confirm your long distance carrier or change it.

☐ Determine if any equipment requires specialized or approved vendors to move it. This could include copiers, lab equipment, certain electronics or manufacturing equipment.

☐ Check existing lease for restoration requirements/conditions for returning current space to landlord.

☐ Reserve the building elevator (existing for move out, new for move in).

☐ Order keys from the building.

☐ Contact the building to confirm location of signage.

☐ Hire signage vendor to plan, get approval for, and install new signage.

☐ Obtain a qualified mover by interviewing 2-4 companies, depending on the size of job.

☐ Order new stationery, business cards and forms.

☐ Notify your clients of change of address.

☐ Contact the post office for change of address.

☐ Contact your bank for change of address.

☐ Notify vendors of change of address (coffee service, vending machines, etc.).

☐ Contact the IRS for change of address.

☐ Change address with any publications that are delivered to office.

☐ Notify insurance carrier of change of address and new office’s requirements. Obtain certificates of insurance for the landlord, and any entities required by the lease.

☐ Contact the Franchise Tax Board for change of address.

☐ Contact the Employment Development Department for change of address.

☐ Contact the Secretary of State for change of address.

2 Months Prior to Move:

☐ Coordinate with IT on server move, desktop, and PBX timelines.

☐ Assemble ‘Move Team’ with each department having a ‘Move Liaison’.

☐ Schedule weekly move coordination meetings – prepare and distribute weekly minutes & schedules.

☐ Review & define areas of responsibility

☐ Common areas (coffee/break rooms, copy rooms, etc.)

☐ De-installation & installation responsibilities – coordination of timing

☐ Move sequencing/timeline preparation

☐ Collect all furniture layout plans from employees for their new spaces.

☐ Prepare lab equipment ID matrix of all equipment moving (if applicable) – check/review special equipment installation compatibility/requirements (coordinate with users).

☐ Develop preliminary move schedule.
Business Move Checklist (continued)

1 Month Prior to Move:
☐ Assign move numbers/labeling/tagging scheme – prepare floor plans-layouts.
☐ Create employee move packets and instructions on how to move.
☐ Prepare agenda for employee move orientation meeting.
☐ Discuss and agree on move insurance needs with company.
☐ Modify new space to meet equipment demands as necessary (coordinate with users).
☐ Fine tune move schedule.

2 Weeks Prior to Move:
☐ Finalize move schedule.
☐ Hold employee move orientation meeting.
☐ Distribute employee move packets.
☐ Schedule packing material and label delivery.
☐ Prepare employee welcome packet to the new space (restrooms, gyms, break rooms, copy rooms, etc.).
☐ Move team preparation for move – channels for communication, change requests, emergency contacts, cell phones, etc.
☐ Schedule move day on site help.
☐ Identify ‘lost and found’ at both origin and destination.
☐ Identify move command central – for mover and employee inquiries.

Move Week:
☐ Schedule additional packing material and label delivery.
☐ Tag and label destination site – room numbering and equipment IDs.
☐ Mount ‘You are here’ floor plans and color-coding instructions.

☐ Distribute contact lists for emergency/on site/on call lists.
☐ Review and finalize all move sequences/schedules – distribute to move team.
☐ Prep building for move – surface protection, corner guards, etc.
☐ Distribute new security ID cardkey entry badges.

Move Day(s):
☐ Assign origin and destination move liaisons.
☐ On site help to coordinate move related questions, etc.
☐ Complete job walk each day of move of schedule/completion/damage, etc.
☐ Prepare ‘honey-do’ lists.
☐ Distribute employee welcome packets at their new destinations.

Post Move Support:
☐ Move central command post – support employee inquiries, lost & found, honey-do lists, etc.
☐ Dispatch appropriate team(s) for post move support – hang white boards, equipment fit up, etc.
☐ Survey for damage – prepare and submit reports.
☐ Prepare move punch list and action items – coordinate with appropriate contractors, etc.

Copyright © 2013, Hughes Marino, Inc. All rights reserved.