



Office Move Checklist

Four to six months prior to your move

Call **MoveCorp** at (512) 535-3317 to help you develop a comprehensive move plan to include the development of:

- Plans to secure a lease for your new office
- A plan/design to best utilize your new space
- A method to determine your new furniture needs
- A plan for your IT department's needs for both the move and your new office

Three to four months prior to your move

- Finalize your new site destination
- Finalize and execute contract documents
- Select and hire a general contractor to prepare your new space
- Notify (in writing) your new and current property management companies of the necessary details of your impending move
- Identify any leased furniture, IT equipment or copiers and notify (in writing) lessor of your move
- Identify any furniture or equipment for liquidation and contact **MoveCorp** at for liquidation services

Nine to twelve weeks prior to your move

- Review and finalize your move plan with **MoveCorp**
- Notify (in writing) your new and current property management companies of your move dates and the elevators and entry/exit needs
- Place orders for new furniture and IT equipment
- Begin demolition and/or construction
- Review the lease requirements of your current location to determine the move out requirements and call **MoveCorp** for lease space final cleaning services

Seven to eight weeks prior to your move

- Meet with your MoveCorp project manager and department heads to review critical and/or time sensitive move plan segments

- Designate a trash and a secure document shredding day and schedule internal teams
- Finalize your agreement with **MoveCorp** as your qualified office mover
- Confirm (in writing) furniture delivery and move plan exclusive use of elevator(s) and entry/exits with both your current and new property management companies
- Confirm equipment move schedules with utility providers, security, furniture, IT equipment and/or copier lessors

Six weeks prior to your move

- Select and assign move coordinators for each department
- Schedule MoveCorp project manager and employees for move coordinator training and move kick-off meeting
- Schedule employee packing and move responsibility meetings

Five weeks prior to your move

- Order new address mailing cards, business cards, new letterhead and envelopes with new address
- Contact the U.S. Postal Service to complete change of address documents

Four weeks prior to your move

- Finalize move plan schedule with **MoveCorp**, other suppliers and both your current and new property management companies
- Confirm again (in writing) all elevator and access requirements and commitments with suppliers and property management
- Finalize security card access requirements
- Finalize all PC/printer/fax/copier locations, employee seating assignments and telephone locations and extensions. Double check locations against electrical floor plans
- Mail new address announcement cards to clients and vendors
- Create a floor plan based move plan with move label numbers assigned to each person and individual area. Assign each area a different color
- Contact MoveCorp to confirm removal of furniture identified for liquidation

Three weeks prior to your move

- Review progress of new furniture delivery and confirm schedules
- Create schedules for specific move coordinator assignments per day and per location. Distribute them among the move coordinators

Two weeks prior to your move

- Define a *Lost & Found* post in each major destination area
- Complete the installation of the new furniture. Punch list all new furniture
- Hold employee move orientation meetings with move coordinators to review the entire move plan; all labeled and area colored floor plans; and provide moving crate use training
- Finalize transition plan for IT and telephone system needs

One week prior to your move

- Review crate, box, packing material delivery plan with ***MoveCorp***
- MoveCorp*** project manager to personally confirm elevator and access with property managers
- Review final punch list for facility with construction manager and/or general contractor
- Move coordinators to meet and review move responsibilities and area label assignments with all corresponding department personnel
- MoveCorp*** project manager to post all label and color code directional signage at destination facility

Move day

- Take a deep breath and exhale
- Walk through origin and destination space with ***MoveCorp*** project manager to identify any pre-existing damage to the facility
- Station all move coordinators in their assigned areas at origin and destination to provide direction and answer any placement questions that will arise
- Work cooperatively and flexibly with employees, vendors and issues throughout the move process. Remember that all issues have solutions
- At the end of move walk through the old office to ensure that all labeled items were moved

Move day + 1

- Work with ***MoveCorp*** crew to make any adjustments that will make employees happier with their new surroundings
- Make a complete list of any move related damages to company assets or to either facility. Provide lists to appropriate suppliers