



Office Move Checklist

Six Months Before the Move:

- Download and print our easy-to-track office relocation checklist.
- Create a planning team. Assign each employee a moving task.
- Set your moving date.
- Schedule a walkthrough of your new space.
- Determine the details of your new telecommunications infrastructure. Create a blue-print of where every office supply should go.
- Research office movers in your area.
- Request to see a copy of the office move company license and insurance before making a final commitment.
- Review your office relocation planning guide with the moving company so they can help you further revise your office move checklist.

Four Months Before the Move:

- Take a complete office inventory and declutter.
- Research storage facilities in your area in case you need additional space to store some of your office inventory during the move.
- Plan and organize the transportation of large furniture items.
- Prepare a budget spreadsheet to track moving expenses.
- Create moving schedule and ensure all employees have access to this document.

Three Months Before the Move:

- Meet with your moving team to discuss the schedule.
- Take measurements during your (optional) second walk-through.
- Consult an electrician to ensure all your new power needs are met.
- Finalize the floor plans for the new office.
- Speak with your office movers to secure boxes and packing materials
- Tour the surrounding area of your new office, making sure to note landmarks, food options, and transport options for future reference.
- List all the utility companies with which your business has accounts. Ensure that they are able to provide service to your new location.
- If you are moving to an area not covered by your current utility companies, begin compiling a list of all available companies in the new area.

Two Months Before the Move:

- Ensure all utility companies/services for your office relocation are aware of the time/date of execution.
- Order new stationery and print products with your new address and contact information on them.
- Service all electronics to ensure they're in good working order.
- Provide status updates to moving-team periodically.
- Create a shopping list of supplies for the new office.
- Discard any items that you do not plan to keep in storage or move to the new site.
- Determine insurance needs for expensive equipment, especially electronics.
- Ensure that all employees involved have the most recent and updated copy of your moving checklist.

One Month Before the Move:

- Store all packed boxes in a central space/staging area for an easy move or rent a separate storage unit for this purpose.
- Notify all of your suppliers about the upcoming address change.
- If your public contact information changes, let your customers know.
- Have your moving planning team meet with the office movers again to discuss the logistics of the upcoming move.
- Take photographs of expensive equipment for insurance purposes.
- Drain fluids from office machinery which you plan to move but won't be using over the course of the next few weeks.
- Ensure that you have all the warranty information for computers and other expensive machinery. Keep electronic versions of these items in your system for reference later.
- Take the time to repair minor damage in your current office space, such as holes in the walls from posters and bulletin boards.

Three Weeks Before the Move:

- Ensure all building managers are briefed on your timeline of events prior to your office relocation.
- Order keys and/or identification cards so all your employees can access the new premises and give a copy to office movers for the day of the move.
- Schedule an additional walkthrough of both your current and future space with your office movers.
- Confirm the phone and computer line installation plans in your new space with the utility company you chose.

Two Weeks Before the Move:

- Request a list of packing tips and guidelines from your office movers.
- Have your employees pack up all items that aren't absolutely essential to the next two weeks of business operations.
- Pack up all wall hangings unless they are absolutely essential to business over the next two weeks.
- Gather up all loose electronic equipment and power cords.
- Contact the post office to ensure that all business-related mail will get forwarded to your new address beginning on the day of the move.
- Ensure your list of magazine subscriptions are directed to your new office space, and presented in the waiting room.
- Order additional boxes, packing tape, and other packing supplies if necessary.

One Week Before the Move:

- Finish organizing and packing all your supplies.
- Pack fragile items carefully.
- Contact your office moving company if you start to run low on packing supplies.
- Ensure all boxes are clearly labelled/colour-coded to assist office movers.
- Label all furniture based on who it belongs to and where it needs to go.
- Visit the new office site and ensure that everything looks in order for the impending move.
- Communicate the expected move times to all employees.
- Scan and save your business license and other important documentation.

One Day Before the Move:

- Finish packing all boxes and labeling all furniture.
- Arrange packed materials in order of what should go on the moving truck first and keep record of this as items are transported.
- Update your website and social media channels with your new contact information.
- Share the final layout plans with both your employees and the office movers.
- Arrange parking for the moving truck in front of both your current and new office buildings on the day of the move.
- Make sure that any personnel who are not essential to the move have the day off or will work from home while the move is in progress.

The Day Of the Move:

- Meet your office movers early to get a quick start on the day.
- Move all boxes and furniture to the new office building.
- Arrange unloaded boxes and furniture in the appropriate room for unpacking.
- Install phone lines and computers.
- Check your office moving checklist and floorplan.

After the Move:

- Unpack all boxes as quickly as possible.
- Rearrange furniture as needed to accommodate the new space.
- Double-check with utility companies and suppliers that they are delivering items and services to your new address instead of the old one.
- Make arrangements to retrieve additional equipment stored in off-site storage units.
- Return any excess packing material and boxes to the moving company.
- Provide feedback to your office movers and write a review to let others know how the experience went.