

Moving Checklist

	Date Req'd	Responsibility	Status	Date Done
<ul style="list-style-type: none"> Select new office location 				
Four Months Before				
<ul style="list-style-type: none"> Set a budget for the move Decide what improvements you may need Choose a move coordinator if applicable Order new fax and phone numbers Order new address labels Order new furniture if required 				
Two Months Before				
<ul style="list-style-type: none"> Schedule the move date Get price quotes from several moving companies Make an inventory checklist Declare existing damages of your inventory Create the floor plan of you new location <ul style="list-style-type: none"> Decide what rooms are more convenient for each department, how to place the furniture and appliance, etc. Assign each employee their office or cube space Plan moving schedule Prepare instructions for your staff Discuss the insurance during the move with your agent Order Internet for your new location Begin creating a list of mail you currently receive to change the addresses soon Begin creating a list of vendors / clients who need to know your moving 				

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One Month Before				
• Inform any vendors and clients about the change of address				
• Change the address on your web site				
• Order new checks with address				
• Order keys and access cards for new location				
• Prepare cartons, moving crates and other packing materials				
• Schedule Locksmith for close of business date				
• Order new stationery, business cards, etc.				
• Pack up things not currently in use				
• Tag packed things and send them to new location				
• Check the requirements of any move permits				
• Arrange disconnection of all utilities in old location				
• Arrange connection of all utilities in new location				
Two Weeks Before				
• Arrange cleaning and carpeting if required in old or new locations				
• Distribute the move plan to all employees				
• Arrange the elevator and loading dock on the day of the move				
• Cancel paper deliveries				
• Send change of address information to any you haven't sent to				
• Assign the person to be on-site while moving				
• Make a list of employees who will be and not be present during the move				
• Assign someone to pack things of absent people				
• Distribute new keys and cards				
• Distribute directions to the new location for employees				

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Last Week Before Moving Day				
Keep things as simple as possible this week. Avoid scheduling important client meetings; have salespeople or account manager's contact their biggest clients and warn them that they may be unavailable at times. Most of this week will be focused on preparing to move: packing, labeling, and finishing last-minute tasks.				
'Purge' your files. There is no need to move out-dated files. Go through them and throw out any unnecessary information.				
Clean your computer: files, emails, etc.				
Getting ready to leave the old office				
• Arrange for boxes for employees				
• Have plenty of boxing tape & Packing materials				
• Arrange for excess garbage pick-up				
• Pack up desks, personal spaces				
• Ensure all items are "tagged"				
• Pack up computers				
• Take down systems furniture or know what should be taken down				
• Remove all art, wall hangings and attached book shelves				
• Map out the floor plan new location and label everything appropriately				
• Inspect the new building				
• Confirm all reservations and schedule				

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Moving Day				
<p>Moving day belongs to the movers and the move managers: keep most employees out of both offices. Only those specifically selected to provide guidance should be on location.</p> <ul style="list-style-type: none"> Clean out old office Supervise loading and then unloading Arrange food for everyone helping move Check unpacked things with your inventory list Move plants Celebrate this event with a welcome breakfast Check if all equipment is working 				

Moving Day Essentials				
<ul style="list-style-type: none"> Post color coded signs in new offices for movers Have several copies of the Floor Plan available Protect main moving paths 				

Post Moving Tasks				
<ul style="list-style-type: none"> Collect old keys, cards Periodically visit old office to pick up mail Hold an Open House/Grand Opening! 				

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Good luck with your move and we hope it is a smooth process! A Coldwell Banker Commercial professional can offer assistance with your move.

