



Office Moving Checklist

NOTES

6-8 WEEKS BEFORE MOVE

- Determine office furniture layout and floorplan
- Determine office furniture layout and floorplan
- Acquire relevant estimates for movers or rental truck
- Confirm which movers or rental truck services to empl
- Schedule rental truck/movers services
- Arrange for reinstatement of current office (optional)

4-6 WEEKS BEFORE MOVE

- Prepare packing supplies: boxes, tape, markers, etc
- Dispose cleaning supplies & hazardous materials
- Dispose or Donate unwanted items
- Arrange for relocation of utilities provision
 - Electricity
 - Water
 - Telephone/Datalines
 - Garbage/recycling
- Order keys/access cards for new office
- Pack up items that will not be in use until the moving day
- Set aside critical documents and corporate records

2-3 WEEKS BEFORE MOVE

- Arrangement for cleaning of carpets and blinds at new office
- Distribute plan of move to all employees
- Change address (inform relevant parties) :
 - Business contacts / partners
 - Newspaper / Magazines
 - Office Stationeries (e.g includes letterheads, envelopes)
 - Bank accounts
 - Business registration
 - Phone Book registration
 - Clients and Vendors

DAYS /1 WEEK BEFORE MOVE

- Close out safe deposit box (If any)
- Confirm arrival time of movers/pick-up time of rental truck
- Organize keys and access cards
- Finish up the packing
- Order refreshments/catering for movers/helpers

MOVING DAY

- Double-check secure storage of sensitive corporate information
- Give movers tour of premises and instructions for moving
- Set up and test connection of Data/Phone lines
- Enjoy refreshments- Show gratitude to the movers/helpers!
- Settle payment for movers/helpers

WITHIN 30 DAYS OF MOVE

- Re-establish safe deposit box
- Re-establish storage of sensitive corporate documents
- Secure return of deposits
 - Rental deposit of old premise
 - Renovation deposit of new premise
- Settle into new work space!