

Office Moving and Relocation Checklist

1. Preparing for your office move
 - a. Go through your current inventory and decide what to move, upgrade, or replace.
 - b. Create a moving budget that covers transportation, packing, and setup costs.
 - c. Set a timeline for key tasks for a smooth transition.
2. Select the New Office Space
 - a. Make sure your new office space meets your layout and infrastructure needs.
 - b. Review and finalize lease agreements with future expansion in mind.
3. Coordinate with Service Providers
 - a. Plan for the installation of IT and telecommunications systems before the move.
 - b. Arrange for utilities to be active before your move in day.
4. Packing and Labelling
 - a. Gather high-quality packing materials.
 - b. Handle special items with care and secure confidentially documents securely.
 - c. Clearly label your boxes with its content and the space it should go to.
5. Moving Day Execution
 - a. Assign team members to oversee different aspects of the move.
 - b. Don't skip the final walkthrough to ensure nothing is left behind.
6. Settling In After the Move
 - a. Unpack and setup workstations first to be sure all your equipment are working.
 - b. Update your address on your documents, websites, etc.
 - c. Get feedback from your employees to learn how future moves can be better.