

The Office Move Checklist

Planning an Office Move 101

Planning an office move can be almost as difficult as the move itself. Read on to learn how to create an office relocation checklist so nothing goes wrong.



How to Create the Ultimate Office Relocation Checklist

Planning and executing an office move can be a daunting process — especially if you've never tackled one before. Here, we show you how to stay organized, manage stress, and ensure a successful team transition to your new space.

What Is an Office Move Checklist?







An office move checklist is exactly what it sounds like: a manifesto for managing the relocation of your business from one property to another. As you might imagine, there are a lot of moving parts to this process, especially for a mid- to large-sized business with a substantial number of team members (and all of their belongings!).

If you think of your office relocation checklist as more of a high-level strategic plan rather than a simple scratched list of "to do" items, it'll be far more likely to meet your needs for the smooth execution of a complex process.

Your checklist should consist of a master timeline, broken down into major milestones — along with any related secondary or subtasks — listed by date in descending order leading up to the day of your move. You'll want to include notes on key team members that should be looped into specific steps, along with their roles and responsibilities for the move. Consider using a shared document system like Google Sheets or Microsoft OneDrive so the members of your moving team can collaborate on the document.




6 MONTHS Before the Move



-  **Review the existing lease at your current property.** It's probably been some time since you've reviewed your contract; now is a great time to refamiliarize yourself with its terms. For example, are you required to give a set amount of notice before cancellation? And what happens if you're ending your lease early? Understand what steps you need to take now, and determine whether an early exit will result in the loss of a security deposit.
-  **Do a preliminary check of your existing office space to find and document/photograph any damage that might have occurred during your occupancy.** Be aware that your organization will be financially responsible for those damages, as well as any new issues that arise during the move.
-  **Get quotes from a wide variety of moving companies.** Just as you would with any big-ticket purchase, you'll want to understand the high and low end of the cost range for hiring a moving company and ensure that you're getting a fair price and quality service from a reputable vendor
-  **Assemble a planning team.** The team members you select should be qualified to manage and delegate a variety of both large-scale and detailed tasks in preparation for the moving project. Anyone who has prior experience with the process will be an asset.
-  **Obtain moving insurance coverage.** This is especially important to keep in mind if you have high-value machinery or expensive equipment. Again, do your research and obtain multiple quotes. You'll want to ensure that you're not under-insuring your assets, while at the same time not paying for excess coverage that you don't need.
-  **Set a reasonable master budget.** Understanding your costs ahead of time and allocating the proper funds can help you save in the long run. You'll avoid making last-minute decisions and impulse purchases that cost more than they would have if you had planned ahead.


3 MONTHS Before the Move





-  **Finalize your move date.** Contact your landlord to officially confirm your move date (Note: Ensure that the date you selected doesn't conflict with other important company events or projects.)
-  **Get the lay of the land at your new space.** Obtain a floorplan and map out the configuration of desks, shared spaces, and office equipment. Address any discrepancies now while you have plenty of time remaining. For help, consult our primer on office space planning.
-  **Consider any additional specialized services you might need.** Does any of your furniture or equipment require special handling before the move? Will you need short- or long-term supplemental storage space? Are you transporting any hazardous materials? Do you want to hire an interior designer for your next office space? Do you need to order any specialized equipment? If so, make these arrangements now to ensure everything is available and in place when you need it.


2 MONTHS Before the Move




-  **Ensure technology infrastructure is in place.** Arrange for all telephone, internet services, and IT systems to be ready on Day 1.

-  **Prepare new keys and passes.** Making a spreadsheet to keep track of who can access what will streamline this process.

-  **Keep internal communication open.** To avoid stress-inducing surprises on moving day, make sure you've shared a comprehensive move overview with all team members and that everyone is aware of the overall logistics as well as their individual responsibilities during the move.

-  **Spread the word to your network.** Make sure you've also contacted all relevant parties so they have your new address and phone number, and understand when they become effective. Be sure to include:
 - Clients (including their accounting departments);
 - Banks and financial institutions;
 - Your local post office;
 - Utility and internet service providers;
 - Maintenance specialists for items like photocopiers or printers;
 - Insurance companies;
 - Professional organizations;
 - Any additional services or vendors your company uses.

You should also post a general moving notice on all of your social media channels.

-  **Take a full inventory — and consider storage and new purchase needs.** Take note of all furniture, equipment, and office supplies and label everything clearly so it doesn't get misplaced in transit. Make sure to take photographs through the process so that everything is properly catalogued. When finished, determine whether you need to make any furniture or equipment purges or purchases to fit your new space. Do you also need office storage for supplies that aren't used on a regular basis?

1 MONTH

Before the Move



- Distribute moving supplies to team members.** Provide ample supplies of boxes, labels, Sharpies, and packing tape. Make sure to consult our list of packing tips.
- Schedule cancellation date for current utilities.** Ensure that your services will be transferred to your new location. (Now is the time to shop around if you've been dissatisfied with your current providers!)

15 DAYS

Before the Move

- Confirm with your moving team that everyone understands the agenda.**
- Ensure that internet and phone services are on schedule for activation at the new location.**
- Pick up and distribute new keycards and passes.**
- Back up all important documents and data.**

WEEK OF THE Office Move



- Inspect your new office space.** Double check measurements in the new office space; will everything fit as planned? If any discrepancies exist, now is the time to make any final adjustments.
- Review the floorplan and moving schedule with the movers and your team so everyone understands their roles and where they will go once they arrive.**
- Confirm with your employees that they have carefully packed all personal belongings.**
- Make any important last-minute purchases to ensure your move goes as smoothly as possible.** Necessary items might include surface protectors, moving blankets, or any other safeguards to protect your goods against chips, dents, and damages.
- Purchase reserved parking spaces, if required.**
- Gather a list of emergency contact numbers for everyone helping with the move.**

DAY BEFORE the Move

- Finalize packing and labeling.**
- Make sure that old keys have been deactivated and disposed of.**
- Most importantly: *keep calm***

MOVING DAY



- Arrive at least one hour early to meet movers and oversee team arrival.** Check to see that all utilities are working correctly.
- Document/photograph any pre-existing issues or damages in your new space left by the previous tenants.** Communicate them promptly to the agent/owner.
- Unpack and set up your new space.** Using your blueprint, direct your team set up your new office space.
- Do a final review of your vacated office space and document/photograph any final or new damages.**
- Confirm that your old lease has been properly terminated.**

Office Moving Checklist - Summary

While it's a fact of life — and business — that a move is a difficult process even under the best circumstances, having a comprehensive office relocation checklist in hand will go a long way

toward minimizing unexpected stress risers. Rest assured that creating and executing a proper plan like the one described above is half the battle when it comes to managing this complex undertaking.

Please contact us if you would like to learn more about the office moving process or check out our [Commercial Moving Blog](#) for more moving tips and tricks!