

Office Decommissioning Checklist

Decommissioning an office requires careful planning and coordination to ensure a smooth and efficient process. Use this checklist as a guide to help you navigate through the essential steps of decommissioning your office space.



Pre-planning

- Appoint a decommissioning project manager or team responsible for overseeing the entire decommissioning process, including representatives from various departments (e.g., facilities, IT, HR, etc.).
- Define the timeline and deadlines for each phase of the decommissioning project, considering factors like lease expiration, moving dates, and any required renovations or repairs.
- Create a budget for the decommissioning process and allocate resources accordingly.
- Identify and document the reasons for decommissioning the office.

Notify relevant parties

- Notify all employees about the decommissioning process, including the reasons, timeline, and any relocation plans as outlined during the pre-planning phase.
- Inform clients, service providers, vendors, and other relevant parties about the decommissioning project.

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Inventory and asset management

- Conduct a detailed inventory and create a comprehensive list of all office assets, including furniture, equipment, and IT hardware.
- Identify and assign asset ownership to respective departments to review inventoried items and determine which will be relocated, stored, discarded, donated, or sold.

Data backup and IT decommissioning

- Ensure that all important digital files and data are securely backed up and stored. Safely destroy any confidential or sensitive data files that are no longer needed.
- Coordinate with the IT team to disconnect and decommission all computer systems, servers, network equipment, and other technology assets.
- Dismantle and pack IT equipment carefully, ensuring that cables are labeled for easy reinstallation.
- Dispose of electronic waste (e-waste) responsibly, following local regulations.

Furniture and equipment disposal

- Coordinate the disposal of unwanted furniture, equipment, and assets through selling, donating, or recycling.
- Work with your moving partner to arrange for the relocation and/or storage of furniture and equipment you wish to keep.

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Lease and utilities management

- Review your lease agreement and inform the landlord or property management company about the office closure and comply with lease termination requirements.
- Schedule a walkthrough with the landlord or property management company to discuss any potential issues and ensure a smooth handover.
- Coordinate with utility providers to disconnect services at the end of the lease.
- Set up utilities and services at the new location, if applicable.

Document and records management

- Ensure that all essential records and documents are securely archived and easily accessible if needed in the future.
- Shred or securely dispose of confidential documents to protect sensitive information.

Facilities and infrastructure

- Clear out all personal belongings and non-essential items.
- Clean and sanitize the office space, including carpets, walls, and common areas, in accordance with lease agreements.
- Inspect the office space to identify any damages or repairs needed before vacating.

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Employee relocation and support

- Provide employees with resources and support during the transition to the new office space or for working remotely, including information about the new office location, commuting options, tools and equipment, training, or other relevant details.
- Address any questions or concerns from employees regarding the decommissioning process.

Final walkthrough and sign-off

- Conduct a final walkthrough to ensure that all aspects of the decommissioning tasks have been completed.
- Obtain sign off from all stakeholders involved in the decommissioning process, acknowledging that all tasks have been successfully completed.
- Hand over the decommissioned office space to the landlord or property management company.
- Update the office address on company stationery, websites, and marketing materials.

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