

Office Moving Task List



Step One – First Things First – 3 to 6 Months

Budget Review lease Planning team
Quotes to move Moving insurance Moving large equipment

Step Two – Communication is Key

Confirm move date Reach out to internal & external parties Notify landlord
New address memo/email Prepare master list of change of address Update master employee list
Update client list Memo to all team members Update service provider list
List of responsibilities Stay close to IT

Who to send a change of address notice to:

- Clients and partners
- Stationery services
- Your internet service provider
- Any food service companies
- Insurance companies
- Service companies for photocopiers or printers
- Any additional services your company makes use of.
- Any professional organizations you belong to
- Banks and financial institutions
- Telephone company
- Bottled water company
- Any accounts departments

Step Three – Preparation / Logistics of Moving

Detailed floor plan - new space Measure & lay things out Inventory existing office furniture
Arrange external storage Color codes to each department Assign employee a number
New furniture needed list Clearly define/name communal spaces Sign official paperwork, permits and license
Create a moving day plan Send floor plan to movers Book parking space/elevators for moving day
Arrange cleaning services Finalize access codes and security for the new premises.

What should your planning team be discussing at this stage?

Assigning member to oversee their department's packing responsibilities
Deciding on packing procedures and layout
Drafting directions to the new location/parking
Standardized way to label IT equipment
"Moving Pack" for each staff member - desk number, color code, floor
Ensuring that everyone takes home personal belongings
Deciding which representatives are last ones to leave old space
Arrange departments to empty and pack/seal seal filing cabinets
Ensure new space is completely color coded
Ensure keys, access codes/tags and security information is available

Step Four – Making the Move – Move Day

Keep your emergency number printout close at hand
Budget for refreshments for moving team and internal representatives
If needed, arrange to have air conditioning on during the move.
Ensure that all tech equipment, computers, phones etc. are moved first
Book a date for telephone lines and systems to become operational
Ensure representatives check all color-coded items are placed in the right locations

Step Five – Settling In

Ensure that all areas are clearly defined and demarcated for staff to see.
Collect all passes, keycards and keys from the old premises
Update the company website with new contact information
Distribute new phone lists and department locations
Ensure that any old leases have been wrapped up
Confirm that any deposits have been received from the old premises
Hand out new passes, keycards and keys for the new office
Set up a planning committee to put together an office-warming party
Perform a detailed check of the premises and report damage
Set up all computers and tech equipment
Set up telephone lines and systems
Create a new phone list
Make sure your insurance has been transferred
Check all invoices and payments
Arrange for the installation of new IT systems
Issue a press release about your change of address
"Welcome pack" on each employee's desk

