# Office Moving Task List

## Step One – First Things First – 3 to 6 Months

<table>
<thead>
<tr>
<th>Budget</th>
<th>Review lease</th>
<th>Planning team</th>
<th>Moving large equipment</th>
</tr>
</thead>
</table>

## Step Two – Communication is Key

<table>
<thead>
<tr>
<th>Confirm move date</th>
<th>Reach out to internal &amp; external parties</th>
<th>Notify landlord</th>
</tr>
</thead>
<tbody>
<tr>
<td>New address memo/email</td>
<td>Prepare master list of change of address</td>
<td>Update master employee list</td>
</tr>
<tr>
<td>Update client list</td>
<td>Memo to all team members</td>
<td>Update service provider list</td>
</tr>
<tr>
<td>List of responsibilities</td>
<td>Stay close to IT</td>
<td></td>
</tr>
</tbody>
</table>

### 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.

## Step Three – Preparation / Logistics of Moving

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

### 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

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