



TIP SHEET

Move Preparations

MOVE PREPARATIONS - IT'S WORTH THE TIME TO GET IT RIGHT

MAIN MOVE ITEMS

- ✓ Assess facility contents and determine what needs to move and when.
- ✓ Hire the right mover for your office relocation.
- ✓ Reserve the loading dock and freight elevator for move day.
- ✓ Prepare staff for their move responsibilities, such as packing.
- ✓ Create a labeling system so that items are placed in the right locations at the new office.
- ✓ Develop a purge campaign to eliminate unneeded items.
- ✓ Determine whether to purchase move insurance.
- ✓ Determine how to dispose of any excess items.

For more resources, go to OfficeRelocationCenter.com
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MOVE DOs

Do designate packing responsibilities for workstations, common areas, and executive staff that might require assistance.

Do schedule a packing demonstration for staff to learn and ask questions. Also, distribute packing instructions and be available to help.

Do decide whether to purchase move insurance beyond what the movers provide for free.

Do identify which entity is responsible for moving the items, such as the general mover, a specialty mover for high-end art, and equipment vendors for copiers or network equipment.

Do finalize the seating assignment for the new office. This is essential in creating a labeling system for the move.

Do use a separate 'hot truck' to move priority items ahead of the general move, such as network equipment. Movers often provide this service.

MOVE DON'Ts

Don't neglect the importance of having a good labeling system. Without one, a move will take longer and cost more.

Don't forget to designate staff members to be available throughout the onsite move, which oftentimes occurs in the evenings or on weekends.

Don't hire a mover without checking references, getting the quote in writing, and confirming the move will occur on the date you need. Also make sure that they carry the right level of insurance as required by your building management.

Don't forget that there are some items that movers are not allowed to move, such as paint, toxic cleaners, fire extinguishers, and other flammables.

Don't neglect to announce the move to staff as early as possible, and keep them apprised of details and their responsibilities.