

Office Move Checklist

WHAT TO DO ONCE THE NEW OFFICE LEASE IS SIGNED



REQUEST TENANT MANUAL

Connect with the new building management to obtain the New Tenant Manual with information on parking, security, access keys, amenities and other move-in items.

NEW FACILITY PREPS

Facilitate the design and construction of the new space, including security access to the suite and signage.

IT INFRASTRUCTURE

Install voice/data cabling and wireless devices at the new office and build out the LAN room where the equipment and services will reside. Install internet and connectivity services.

DETERMINE UPGRADES

Determine whether to purchase new furniture, equipment, or other items for the new office. Create a relocation budget with the upgrades and move items.

IDENTIFY THE MOVE DATE

Determine the best time to move your office based on lease start/end dates and other business factors.

BUILD A MOVE TEAM

Put a team together to lead the office move that includes a project manager, a technologist and an administrator.

CREATE A PLAN FOR BUSINESS CONTINUITY

Create a detailed transfer plan to move your business to the new facility and to focus on business continuity to minimize the disruption to service.

HOLD A PURGE CAMPAIGN

Purge old and outdated files and materials in advance of the move to reduce clutter and save space.

TRANSFER TECHNOLOGY

Plan to transfer computers, printers, IT network system, telephones, TVs, audio-visual items, fax machines, copiers, postage machines and other equipment.

FURNITURE AND ART

Plan for the transfer of furniture, art, plants and other aesthetics. If purchasing new furniture, determine dispose method for existing inventory.

FILES AND STORAGE PLAN

Assess your existing files, storage items and supplies to determine what to move and where to place them.

TRANSFER KITCHEN ITEMS

Determine transfer logistics for the coffee machine, water cooler, vending machines, appliances, and any health and safety equipment.

HIRE THE MOVER & HANDLE OTHER MOVE PREPS

Hire a mover and any other vendors needed for the transition, such as a furniture liquidator or sign transfer vendor. Reserve loading docks and freight elevators for the move.

STAFF COMMUNICATIONS

Keep staff informed about the move and expectations with regular communications to keep them involved and productive. Plan for a staff welcome at new office.

SEND MOVE NOTIFICATION

Notify customers, vendors and affiliates with a move announcement and notify the post office of change of address.

TRANSFER OF BUSINESS ADMINISTRATION

Revise business contracts and materials with the new address, contracts, federal, state and local tax and business entities and the post office. Obtain new business licenses and permits.

CURRENT FACILITY CLOSE-OUT

Understand what is needed to close out your existing lease, such as trash removal from the space, returning keys and scheduling a close-out inspection with the building manager.