

Office Moving Preparation Checklist

1. Initial Planning

- Establish a moving committee/team.
- Determine move date and timeline.
- Set a moving budget.
- Notify employees about the move.
- Assign responsibilities for move coordination.

2. Organize and Communicate

- Inform clients, vendors, and associates of the move.
- Update address on company materials and website.
- Arrange for mail forwarding and address changes.
- Create a moving schedule and share with all staff.
- Reserve elevators and parking at both locations, if needed.

3. Prepare New Office

- Plan office layout and seating arrangement.
- Ensure utilities (electricity, internet, water) are set up.
- Test IT systems and phone lines at the new location.
- Order new furniture, keys, or access cards if needed.

4. Sort and Pack

- Declutter and dispose of unnecessary items.
- Arrange for secure disposal of confidential documents.
- Label and inventory all items to be moved.
- Distribute packing supplies to employees.
- Pack personal and common area items.

5. Move Day Preparation

- Confirm details with moving company.
- Assign team members to supervise the move at both locations.
- Provide movers with building access and directions.
- Take inventory of packed and shipped items.

6. After the Move

- Unpack and set up workstations.

- Test technology and equipment.
- Distribute new office access cards/keys.
- Update internal directories and signage.
- Organize an office tour or welcome session for employees.
- Collect feedback on the moving process.