

Office Relocation Checklist

PREPARATION

TASK	NOTES
Set relocation date	
Notify staff and stakeholders	
Inform service providers (IT, Internet, etc.)	

PACKING

TASK	NOTES
Label and pack files/documents	
Pack electronics and cables	
Dispose of unwanted items	

MOVING DAY

TASK	NOTES
Supervise movers	
Check inventory	
Secure old premises	

SETUP AT NEW OFFICE

TASK	NOTES
Unpack and arrange workstations	
Set up IT and communications	
Test office equipment	

OTHER NOTES

Additional notes...