

The Step-by-Step Office Moving Checklist

If you're gearing up for an office relocation, the goal is to minimise disruption and ensure every eventuality is prepared for. Although it's a challenging task, planning before, during and after moving office can contribute to success. Here's a guide to help you get there with as few hitches as possible.



Step One – Things to Do Right Now

If you're moving to a new office, here's what you need to do right now

- ☐ Notify your current landlord and give notice
- ☐ Get a detailed floor plan of your new space
- ☐ Measure your new office space
- ☐ Ensure all team members are informed of the move date
- ☐ Find and book a moving company
- ☐ Start a master list of people you need to send a change of address to
- ☐ Ensure your employee list is up to date
- ☐ Ensure your client list and service provider list is up to date
- ☐ Create an inventory of existing furniture
- ☐ Find and consult with a furniture company for any new furniture required

Step Two – Before the Move

Everything you need for a simple goodbye

- ☐ Assign colour codes to each department. Marketing = purple, Accounts = green etc.
- ☐ Work on a detailed floor plan and allocate colour coded stickers to each department section
- ☐ Assign each employee a number, and add that corresponding number to their desk and equipment
- ☐ Clearly define and name communal spaces on your new floor plan
- ☐ Brief your IT department on the move and discuss what tech is needed for the day
- ☐ Get any official paperwork done and dusted, as well as permits and licenses
- ☐ Book parking space and elevators for the moving day
- ☐ Place orders for new furniture and stationery
- ☐ Arrange for cleaning services at your current and new premises
- ☐ Finalise access codes and locks for new premises
- ☐ Send a detailed floor plan to your movers, or arrange a meeting at the new premises if need be
- ☐ Create a detailed moving day plan for staff to follow
- ☐ Draft a list of emergency contact numbers for everyone involved in the move, as well as elevator maintenance and building management
- ☐ Set a possible date for an office-warming party
- ☐ Arrange external storage facilities if needed

Get your team involved

- ☐ Arrange a staff meeting to discuss moving day
- ☐ Propose a moving committee and assign a member of each team to oversee their department's packing responsibilities
- ☐ Discuss packing procedures and layout
- ☐ Provide directions to the new location as well as instructions on parking, public transport etc.
- ☐ Give each staff member a moving pack that includes their allocated desk number, colour code, as well as some info about the new venue – maybe even include a quick guide to great food spots in the area as a nice touch.
- ☐ Laptops, screens, hard drives, keyboards – discuss a standardised way to label these and explain it to staff
- ☐ Ensure everyone takes home personal belongings like iPads or laptops
- ☐ Discuss which representatives will stay at the current location until the last moving truck has left, and which will move to the new location to help
- ☐ Arrange for each department to empty and pack or tape closed their filing cabinets etc.

At your new office space

- ☐ Print out colour coded signs to make department demarcation easy to see

- ☐ Label spaces with desk numbers
- ☐ Ensure keys, access codes or tags, and security information is available

Who to send a change of address notice to:

- ☐ Clients and partners
- ☐ Professional organisations you belong to
- ☐ Stationery services
- ☐ Banks and financial institutions
- ☐ Any food service companies
- ☐ Bottled water company
- ☐ Telephone company
- ☐ Service companies for photocopiers or printers
- ☐ Insurance
- ☐ Any accounts departments
- ☐ Your internet service provider
- ☐ Any additional services your company makes use of

Step Three – On Moving Day

Time for the smoothest office move of your life

- ☐ Keep your emergency number print out on hand
- ☐ Allocate a budget for refreshments for the moving team and internal representatives
- ☐ To make moving a bit easier arrange to have aircon on during the move
- ☐ Ensure all tech equipment, computers, phones etc. are moved first
- ☐ Ensure representatives are on hand to make sure all colour coded items are placed in the correct locations
- ☐ Ensure all desks are in the right places along with their numbered boxes
- ☐ Book a date for telephone lines and systems to become operational

The day after moving day

- ☐ Add a special touch by leaving a welcome pack on each employee's desk, which contains their name, job title, a welcome note and possibly even a pack of energy sweets, a snack or a drink to get them through day one
- ☐ Spot check the building and ensure all facilities are in order

- ☐ Ensure all areas are clearly defined and demarcated for staff to see
- ☐ Set up all computers and tech equipment
- ☐ Set up telephone lines and systems
- ☐ Create new phone list

A few days after moving

- ☐ Distribute new telephone lists and department locations
- ☐ Perform a detailed check of the premises
- ☐ Report any damage to the moving company if need be
- ☐ Make sure your insurance has been transferred
- ☐ Ensure old leases have been wrapped up
- ☐ Confirm deposits have been received from the old premises
- ☐ Collect all passes, keycards and keys for your old premises and have them sent back
- ☐ Hand out new passes, keycards and keys
- ☐ Check all invoices and payments
- ☐ Arrange for installation of new IT systems
- ☐ Finalise the change of address mailing list and send
- ☐ Set up a committee to plan an office-warming
- ☐ Do a client announcement or issue a press release

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