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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