

The Ultimate Office Moving Checklist

What you need to do before, during, and after an office move



Communication

- ☐ Create a shared "Moving" folder for checklists, spreadsheets, contacts, timelines, budget and expense tracking, and other moving-related documents.
- ☐ Notify your employees face-to-face and in writing.
- ☐ Notify your landlord/property manager.
- ☐ Notify clients and business partners.
- ☐ Assess office inventory and list what will be moved, sold, stored, donated or discarded.
- ☐ Review safety procedures with your staff.

Before Moving Day

- ☐ Schedule facility a walk-through with potential movers -- in current and new office spaces.
- ☐ Hire professional office movers.
- ☐ Schedule office furniture and tech set up for your new office.
- ☐ Designate company a supervisor to be present at each location on moving day.
- ☐ Plan office moving activities and events for staff.
- ☐ Book elevators and procure parking permits as necessary.
- ☐ Confirm details with your movers and notify them of any last minute changes.
- ☐ Pack and label your office and desk contents.

On Moving Day

- ☐ Ensure staff and supervisors are on site.
- ☐ Disconnect technical equipment.
- ☐ Decommission your office space.

After Moving Day

- ☐ Collect and cancel employee pass cards, keys, and building access codes.
- ☐ Cancel/transfer services, deliveries, and subscriptions.
- ☐ Update your business address and contact information across all touch points.
- ☐ Schedule pickup for your moving boxes.
- ☐ Hold orientation and welcome activities for staff and clients.

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