



Checklist for Relocating Your Business

Five Months to One Year Before Move Date:

- ☐ Develop a checklist of tasks and responsibilities.
- ☐ Select someone to coordinate the project.
- ☐ Select a commercial real estate expert.
- ☐ Select new location.
- ☐ Discuss project with building management.
- ☐ Develop floor plan layout.
- ☐ Develop financial budget for project.
- ☐ Select target date for move.
- ☐ Develop milestone dates for tasks.
- ☐ Communicate schedule with staff.
- ☐ Decide on tenant improvement needs
- ☐ Begin contractor selection process.
- ☐ File for permits.
- ☐ Investigate voice and data network service options

Two to Five Months Before Move Date:

- ☐ Decide on and contract with a mover.
- ☐ Select signage.
- ☐ Select cleaning service provider.
- ☐ Obtain change-of-address labels.
- ☐ Investigate server room requirements.
- ☐ Decide on voice and data network service provider.
- ☐ Select voice and data structured cable provider.
- ☐ Investigate communication technology options (phone system).
- ☐ Select communication technology equipment and vendors.
- ☐ Select new security system technology and vendor.
- ☐ Make final decision on layout.
- ☐ Select office furniture.



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One to Two Months Before Move Date:

- ☐ Assign staff locations on floor plan.
- ☐ Dispose of or recycle whatever is not needed at new location.
- ☐ Send out change of address notices to all contacts.
- ☐ Make sure move announcement and new address/phone numbers are on website.
- ☐ Select insurance carriers and make sure you are covered for everything.
- ☐ Office equipment should be moved and reinstalled by qualified vendor.
- ☐ Obtain adequate number of keys and access cards.
- ☐ Arrange for office coffee service and vending machines.
- ☐ Update financial documents including checks.

One Month Before Move Date:

- ☐ Inventory all existing equipment and supplies.
- ☐ Tag all equipment and furniture.
- ☐ Tag all wall-mounted items.
- ☐ Obtain adequate number and types of cartons and/or crates.
- ☐ Verify new location will be ready for move.
- ☐ Install modular furniture.
- ☐ Install voice and data cable and phone system.
- ☐ Place order for all other utilities.
- ☐ Notify Post Office.
- ☐ Decide on and order new business cards and other printed materials.

One Week Before Move Date:

- ☐ Pack desks and personal items.
- ☐ Obtain current computer system back-ups
- ☐ Dismantle modular furniture.
- ☐ Empty, defrost and clean company refrigerator.



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Final Preparation:

- ☐ Develop a "coded" floor plan for the placement of items moved.
- ☐ Conduct a thorough inspection of new facility.
- ☐ Coordinate elevators and shipping docks with building management.
- ☐ Distribute new keys and access cards to staff.

Day of Move and Beyond:

- ☐ Post code-numbers on doors for movers.
- ☐ Make sure movers and others have clear access.
- ☐ Move live plants yourself.
- ☐ Create a lost-and-found location.
- ☐ Have old office space cleaned.

Beyond the Move Date:

- ☐ Obtain old keys and access cards from staff.
- ☐ Install all office art and decorative materials.
- ☐ Conduct security system and telephone system training.