

BUSINESS MOVE CHECKLIST

3+ months prior to move

- Select a move committee.
- Establish a preliminary relocation budget.
- Determine whether the move warrants hiring a third-party move management consultant.
- Coordinate moving of servers with IT provider/support.
- Arrange telecommunications/data provider to schedule a cut-over date.
- Contact telephone provider to get new numbers or move existing.
- Order data circuits and/or specialty circuits (check for lead times).
- Order phone lines for elevator, security and any other item that may require a phone line.
- Confirm your long distance carrier or change it.
- Determine if any equipment requires coverage
- Review existing lease. Are you on the hook for a deposit or fee if you break your lease early?
- Reserve the building elevator (existing for move out, new for move in).
- Order keys from the building.
- Contact the building to confirm locations of signage.
- Hire signage vendor to plan, get approval for, and install new signage.
- Obtain a qualified mover by interviewing 2-4 companies, depending on the size of job.
- Order new letterhead, business cards, forms, and other printed marketing materials.
- Coordinate updates to your website, email signatures, and any place else where your address appears so they can be implemented on the day of your move.
- Obtain certificates of insurance for the landlord, and any entities required by the lease.
- Notify everyone below for change of address:
 - Clients
 - Post Office
 - Bank
 - Vendors
 - IRS
 - Publications
 - Insurance carrier
 - Franchise Tax Board
 - Employment Development Dept
 - Secretary of State

2 Months Prior to Move:

- Coordinate with IT on server move, desktop, and PBX timelines.
- Assemble 'Move Team' with each department having a 'Move Liaison'.
- Schedule weekly move coordination meetings.
- Review & define areas of responsibility.
- Move sequencing/timeline preparation.
- Collect all furniture layout plans from employees for their new spaces.
- De-installation & installation responsibilities – coordination of timing.
- Prepare lab equipment ID matrix of all equipment moving.
- Develop preliminary move schedule.

1 Month Prior to Move:

- Assign move numbers/labeling/tagging scheme – prepare floor plans/layouts.
- Create employee move packets and instructions on how to move.
- Create public relations and social campaigns to highlight new location.
- Discuss and agree on move insurance needs with company.
- Modify new space to meet equipment demands as necessary (coordinate with users).
- Determine security procedures for the move.
- Add company to lobby directory at new site
- Fine tune move schedule.

2 Weeks Prior to Move:

- Finalize move schedule.
- Hold employee move orientation meeting.
- Distribute employee move packets.
- Schedule packing material and label delivery.
- Prepare employee welcome packet to the new space.
- Schedule move day on site help.
- Create a list of emergency contacts, cell phone numbers, and vendors.
- Identify move command central – for mover and employee inquiries.
- Select cleaning vendor for post-move.

Move Week:

- Order additional packing material and label delivery.
- Label and tag destination site – room numbering and equipment IDs.
- Schedule training for emergency procedures at new location.
- Distribute contact lists for emergency/on site/on call lists.
- Finalize all move sequences/schedules – distribute to move team.
- Prep building for move – surface protection, corner guards, etc.
- Distribute new security ID card/key entry badges.
- Change locks and access codes at new location.

Move Day(s):

- Assign origin and destination move liaisons.
- Assign on site help to coordinate move related questions, etc.
- Complete job walk each day of move of schedule/completion/damage, etc.
- Allocate keys and/or access cards for new location.
- Distribute employee welcome packets at their new destinations.

Post Move Support:

- Move central command post – support employee inquiries, lost & found, etc.
- Dispatch appropriate team(s) for post move support – hang white boards, equipment fit up, etc.
- Collect all access items including security cards, keys and parking passes.
- Survey for damage – prepare and submit reports.
- Distribute new contact list and layout of department locations.
- Prepare move punch list and action items – coordinate with appropriate contractors, etc.
- Review final invoices against contracts.

