

A Checklist for Moving Your Business

SEVERAL MONTHS OUT

Start with a move date and work backwards.

- Create a move committee that holds weekly meetings.
- Discuss a budget in order to determine if you can hire relocation experts.
- Contact service providers to discuss transferring your services on an agreed upon date. Determine if any equipment requires specialized movers or if you are leasing equipment that needs to be picked up.
- Review building procedures (for both locations): reserve the freight elevator and loading dock, understand cleaning expectations, understand the procedure for obtaining access keys and parking passes, etc.
- Fill out change of address forms with the post office as well as any trade listings or internet search engines. Think of updating what might affect employee benefits and company taxes through the IRS, Secretary of State, etc.
- Update your business insurance coverage to properly cover your new office. Obtain certificates of insurance as required by the lease, especially from your movers for the big day.
- Evaluate what you have and determine if you need off-site storage for archived files. Start purging what you don't need to take with you to your next space. Secure moving labels and storage carts.
- Update letterhead and marketing materials. Order proper signage, arrange your listing in the building directory, etc.
- Think through a marketing campaign; you may want to host a grand opening/open house.



SEVERAL WEEKS OUT

- Have detailed floor plans mapping out individual offices, cubicles, furniture, whiteboards, etc.
- Determine a master relocation plan that prioritizes the aforementioned floor plan—are there offices that need to be set up first? Will the move be done in phases/over the course of several days?
- Work with IT regarding servers, cabling, printers, etc. Consider hiring a cabling company.
- Communicate all physical plans with the movers/relocation team. Have a point person for move day.
- Take home personal items. Use storage carts, items bags, and labels to stay organized.
- Continue to purge: recycle, donate, and toss all unneeded items.
- Empty file cabinets per directives from your movers. To keep track of keys, tape them inside corresponding drawers.

SEVERAL DAYS OUT

- Make sure that cabinets are empty, kitchen areas are cleaned out, and all personal items are gone.
- Figure out who can work from home so that your company doesn't skip a beat during transition.
- Ensure that your floor plans are final and distributed accordingly. Make sure everyone is up to date.

DAY OF/EARLY DAYS AFTER

- Distribute keys and access passes to employees. Create a new phone list. Ensure that e-signatures reference the move.
- Make note of any punch items and damages that may have occurred and circle back with your movers/installers.
- Arrange for storage carts to be picked up by moving company, trash to be removed appropriately, etc.