



1-800-778-4177

www.XpressMovers.com

OFFICE MOVE CHECKLIST

How to move in or out of our office Quick and Efficient

This Office Move Checklist will provide to you a full office move project plan. You can use this Checklist for your successful office relocation planning. Xpress always take extra care for it's precious customers, that's why we divided all the important steps that you should follow on your office relocation project plan. Here is a complete office moving list of all crucial things that you should do before moving. You can print and use this office move checklist template and use it as a office relocation checklist to guarantee a stress free office move.

- ☐ Identify everything that must be done
- ☐ Create a complete working budget
- ☐ Make internal company decisions
 - ☐ Area being considered
 - ☐ Type of building desired
 - ☐ Square feet needed
 - ☐ Budget limits
 - ☐ Utilize modular furniture?
 - ☐ Replace any case goods furniture?
 - ☐ Determine office sizes & who gets one
 - ☐ Make changes/upgrades to office systems
 - ☐ Telephone system
 - ☐ Computers and networking

More info on www.XpressMovers.com and 1-800-778-4177

XPRESS MOVERS MOVING NOTIFICATION CHECKLIST

- ☐ Copiers/Printers/Fax machines. Postage meters, etc.
- ☐ Establish requirements for archiving/warehousing (off site)
- ☐ Hire a tenant rep broker
- ☐ Hire an architect/interior designer
 - ☐ Create working floor plan drafts
 - ☐ Provide HVAC requirements for all equipment
 - ☐ Provide electrical requirements for all equipment
 - ☐ Decide on standard cabling outlet configuration (Voice and Data)
- ☐ Select space
 - ☐ Negotiate lease terms
 - ☐ Negotiate work letter (TI allowance)
 - ☐ Sign lease
 - ☐ Give notice to old landlord
- ☐ Hire vendors
 - ☐ Cabling
 - ☐ Telephone system (replace it or move it)
 - ☐ Order new phone/data service (POTS, T-1, ISDN, DSL)
 - ☐ Network (upgrade it, back it up, prepare to move it)
 - ☐ Security system
 - ☐ Modular furniture (replace it or move it)
 - ☐ Furniture movers
 - ☐ Document destructors

- ☐ New janitorial service
- ☐ Plant watering service

Manage construction project:

- ☐ Hire General contractor
- ☐ Hire Project manager?
- ☐ Hire MEP engineer
- ☐ Get drawings approved for permit
- ☐ Obtain building permits
- ☐ Change address & phone numbers
 - ☐ Order new stationery and business cards
 - ☐ Order new signs
 - ☐ Paint company vehicles
 - ☐ Change vehicle registration?
 - ☐ Change website to reflect new address/phone numbers
 - ☐ Revise advertising
 - ☐ Revise yellow pages listing
 - ☐ Notify post office
- ☐ Throw away junk and archive old files
- ☐ Warehouse un-needed equipment and files

Communicate:

- ☐ Memos to employees
- ☐ Letter to customers
- ☐ Notify bank and accountant

- ☐ Notify insurance agent
- ☐ Notify vendors and suppliers

Packing prep:

- ☐ Order and distribute boxes
- ☐ Rent crates (if applicable)
- ☐ Order and distribute packing materials
- ☐ Order and distribute labels and markers
- ☐ Provide clear instructions for packing
- ☐ Determine who will pack filing cabinets, supply cabinets
- ☐ Determine who will pack common areas (reception, pantry, library, etc.)
- ☐ Make arrangements to have live plants moved
- ☐ Make arrangements to move framed pictures and any special artwork

Move management prep:

- ☐ Take complete inventory
- ☐ Document network log-ins, access, print spooling, etc.
- ☐ Perform complete backup of network
- ☐ Perform complete backup of telephone system
- ☐ Document telephone extension, pooling groups, etc.
- ☐ Select department coordinators
- ☐ Create packing/labeling guidelines
- ☐ Arrange to have PCs packed/moved
- ☐ Determine who will work on move weekend
- ☐ Arrange for packing/moving of copiers

- ☐ Arrange for disassembly/reassembly of modular furniture
- ☐ Arrange to pack/move networking equipment and servers
- ☐ Arrange to prep/move telephone system
- ☐ Arrange for elevator access (both sites)
- ☐ Schedule parking and unloading at new site
- ☐ Obtain any special moving/parking permits
- ☐ Determine building restrictions for move hours
- ☐ Arrange for protection of floors, walls and elevators
- ☐ Clean up/demo old site
 - ☐ Remove old cabling?
- ☐ Arrange for special trash pickup
- ☐ Perform final cleaning?

Update:

- ☐ Service agreements
- ☐ Business Licenses
- ☐ Insurance
- ☐ Sales & Use certificates
- ☐ Equipment leases
- ☐ Mandatory HR postings

For more valuable information or free moving quote, please contact Xpress Movers at: 1-800-778-4177 or by visiting <http://www.xpressmovers.com>