

Office Moving Checklist by FlowSpace.co

Moving an office requires meticulous planning and coordination to ensure a smooth transition with minimal disruption to your business operations. This comprehensive checklist will guide you through each stage of the move.

1. Planning Phase (6–12 Months Before Move)

- **Appoint a Move Manager or Team:** Designate a responsible person or team to oversee the move.
- **Determine Moving Budget:** Outline all potential costs including moving services, new furniture, and IT setup.
- **Establish Timeline and Key Dates:** Create a detailed schedule covering all phases of the move.
- **Assess Current Office Inventory:** Take stock of existing furniture, equipment, and supplies.
- **Identify New Office Requirements:** Determine space needs, location preferences, and necessary amenities.
- **Hire a Commercial Real Estate Agent:** Engage a professional to assist in finding a suitable new location.
- **Begin New Office Search:** Start viewing potential properties.

2. Securing the New Location (3–6 Months Before Move)

- **Finalize New Office Space:** Select the new location that meets all your criteria. Negotiate Lease
- **Terms:** Work out favorable lease conditions and sign the agreement.
- **Notify Current Landlord:** Provide required notice as per your existing lease.
- **Arrange Necessary Permits and Licenses:** Ensure compliance with local regulations at the new site.
- **Plan Renovations or Build-Outs:** Schedule any construction or modifications needed.

3. Communications and Notifications (2–3 Months Before Move)

- **Inform Employees:** Communicate move details and new location information.
- **Update Clients and Vendors:** Notify all external parties about your upcoming move.
- **Revise Legal Documents:** Change the address on licenses, permits, and registrations.
- **Order Updated Marketing Materials:** Get new business cards, letterheads, and promotional items.
- **Notify Service Providers:** Arrange transfer or setup of utilities, internet, and phone services.

4. IT and Telecommunications Planning (2–3 Months Before Move)

- **Audit IT Equipment:** List all current technology assets.
- **Plan IT Setup at New Location:** Coordinate network infrastructure and equipment placement.
- **Schedule Service Transfers:** Arrange for the move of internet and phone services.
- **Backup Data:** Secure all digital information before the move.

5. Furniture and Equipment (2 Months Before Move)

- Decide on Furniture and Equipment: Choose what to move, sell, or discard. Order New
- Items: Purchase necessary furniture and equipment.
- Plan Office Layout: Design the floor plan and seating arrangements.
- Coordinate Deliveries: Schedule arrival of new items to the new office.

6. Logistics and Moving Arrangements (1–2 Months Before Move)

- Hire a Moving Company: Obtain quotes and select a reputable mover. Arrange Moving
- Insurance: Protect your assets during the move.
- Develop Packing Schedule: Organize timelines for packing different departments.
- Distribute Moving Instructions: Provide guidelines to staff for packing and labeling.

7. Packing and Labeling (2 Weeks Before Move)

- Provide Packing Materials: Supply boxes, tape, and labels to employees.
- Implement Labeling System: Use color-coded labels for different departments or areas.
- Secure Sensitive Items: Lock up confidential documents and data storage devices.
- Dispose Unwanted Items: Shred old documents and recycle or donate equipment.

8. Final Preparations (1 Week Before Move)

- Confirm Arrangements: Reaffirm dates and details with the moving company. Prepare
- Inventory List: Document all items being moved.
- Manage Security Items: Collect all keys, access cards, and update alarm codes. Set Up Mail
- Forwarding: Arrange with postal services to redirect mail.

9. Moving Day

- Assign On-Site Coordinator: Have someone oversee the moving process. Supervise
- Loading and Unloading: Ensure items are handled carefully. Conduct Final Walkthrough:
- Check the old office for any left items.
- Return Keys to Landlord: Hand over all access items.
- Support Staff Needs: Provide food, drinks, and assistance as needed.

10. Post-Move Tasks

- Set Up Workstations: Arrange furniture and equipment according to the floor plan.
- Test All Systems: Ensure IT and phone systems are operational.
- Update Online Information: Change address on website, social media, and online directories.
- Notify Stakeholders: Inform clients and partners that the move is complete.
- Hold a Post-Move Meeting: Gather feedback and address any issues.
- File Change of Address: Update information with banks, insurers, and government agencies.
- Plan an Office Warming Event: Organize a gathering to boost morale and familiarize staff with the new space.