



Office Moving Checklist

STAGE OF COMPLETION	PERSON RESPONSIBLE	START DATE	IN PROCESS	COMPLETED
STAFF MEMO DESCRIBING MOVE DETAILS				
CHANGE OF ADDRESS NOTICES				
<ul style="list-style-type: none"> • Banks and financial institutions • Clubs and organizations • Credit accounts and credit cards • Customers • Insurance companies • Lists from ledgers • Newspapers and magazine subscriptions • Post office • Telephone company • Prospects and other lists • Supplies and special services • Stationary and business cards 				
PUBLIC RELATIONS				
<ul style="list-style-type: none"> • Schedule press releases • Client announcement • Receptions • Signs 				
MOVING COMPANY				
<ul style="list-style-type: none"> • Qualifications check • Mover's insurance check • Moving labels • Packing materials • Ensure movers have a floor plan, move schedule 				
SPECIAL REQUIREMENTS				
<ul style="list-style-type: none"> • Equipment move by manufacturer or movers • Computers • Fax • Photocopiers • Safes 				
SECURITY				
<ul style="list-style-type: none"> • Old premises • New premises 				



ELEVATORS				
<ul style="list-style-type: none"> • Reserve elevators and docking areas 				
CLEANING				
<ul style="list-style-type: none"> • New premises before occupancy • Old premises after move 				
KEY/ENTRY CARDS				
<ul style="list-style-type: none"> • Collect old keys/entry cards • Assign new keys/entry cards 				
TOUR NEW PREMISES PRIOR TO MOVE				
SCHEDULE MOVE				
<ul style="list-style-type: none"> • Assign move supervisors to departments • Plan date and hours of move by department • Plan date of delivery of new furniture • Plan date of delivery of refurbished items • Assign labels by location on the floor plan • Tag all equipment and furniture by location 				
FILING				
<ul style="list-style-type: none"> • Sort/dipose of dead material prior to move • Discuss with movers records management 				
UNPACKING				
<ul style="list-style-type: none"> • Schedule staff 				
CLEAN UP				
<ul style="list-style-type: none"> • Plan removal of all cartons and tags after move 				
ASSIGN MAINTENANCE				
<ul style="list-style-type: none"> • Department • Kitchen • Washrooms 				
DEFICIENCY CHECKLIST				
<ul style="list-style-type: none"> • Complete work station deficiency checklist 				