

## Commercial moving checklist:

### 2 Months prior:

- Commit 1-2 persons to manage move & maintain communication with Move Logistics representative
- Identify move dates and work with personnel to ensure everyone is aware of target dates
- Begin discarding items not going to new office location
- Obtain floor layout for new office to determine more or less where furniture and personnel will be put. Measurements may be needed to ensure items will fit as planned.
- Begin informing clients and vendors of upcoming move.
- Ensure all inspections and permits are obtained prior to moving into new office.
- Once pertinent dates are in place with Move Logistics, hold a meeting with staff members to ensure everyone is aware of important dates.
- Obtain moving supplies-Don't worry we can provide & deliver you all moving supplies!
- Begin compiling an inventory of all equipment and pertinent assets.
- Ensure all crucial data is backed up.

### 1 month prior:

- Begin packing common areas i.e. kitchen, waiting rooms, supply closets.
- Have staff members begin packing personal belongings and files into boxes.

\*\*Tip 1: All heavy items such as books should be packed in small boxes

\*\*Tip 2: All boxes should be taped very well on bottom and top to ensure safe transport

\*\* Tip 3: Please be sure all loose and personal items are packed properly, & boxes are clearly labeled as to 'who' boxes belong to

- Work with your IT department to coordinate dates for all electronics to be disconnected and packed.
- Reserve elevators and loading docks for moving day.
- Coordinate changing of locks and access codes for new building. This ideally be handled before move occurs.
- Finalize floor plans, seating arrangements, and electronics placement.

\*\*Tip 4: develop a color or number system in order to label important offices and furniture pieces. Put onto a blue print of new office for reference. Make several copies.

### 1-2 weeks prior:

- Ensure every staff member is 100% packed and ready to go.
- If possible, arrange a tour of the new office so that everyone understands the new floor plans.
- Ensure Electricity and A/C is connected prior to move.
- Coordinate 1-4 other people to help you manage and work with movers. Create copies of blue prints to give to staff members who will be directing movers.

### 1-2 days before Moving Day:

- Check once more that all desks, file cabinets, fridges, etc. are completely empty.
- Ensure all computers, telephones, TVs, and cables/wires are disconnected and packed.

\*\*Tip 5: Every employee should take their own keyboard and mouse

- Begin putting color coded or numbered labels on offices and furniture that correlate to where they will be placed at new offices.
- Ensure everyone knows their duties and expectations prior to moving day.

### Moving Day:

- General office staff should be prepped and ready at the new office to receive their

belongings.

- Upon moving, office staff should stay a safe distance from movers to prevent the possibility of injuries.
- Reconnections & setups should take place after move is done to avoid delays.
- Coordinators should stay relatively stationary and prepared to help coordinate movers throughout the entire move.
- Relax! Move Logistics has you covered from start to finish!