

## STEP-BY-STEP

# OFFICE RELOCATION CHECKLIST

*The old maxim "if you fail to plan, you plan to fail" is never more appropriate than when moving your business to a new office location.*

From the minute the papers are signed for your new space, the planning begins. For large companies, this may mean starting six to eight months before move day. Smaller companies can start later, around 12 weeks before moving. This timeline covers important high- and low-level moving decisions that companies must make at certain milestones in the moving process.

## THREE MONTHS OUT

Seeing the big picture is important at the three-month mark. Consider several high-level moving issues such as:

Creating a support team within your business to manage the details of the move

Reserving move dates and securing all required reservations

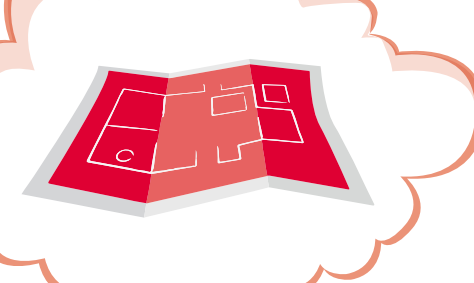
Contracting with storage units (if needed) & moving trucks/companies, especially if the move is taking place in the "high" summer season

Drawing out a timeline with specific dates and tasks unique to your company

For large companies, consider "phasing" your move by department

## TWO MONTHS OUT

When there are two months to go, it's time to start thinking about the physical — both stuff and space.



✓ Review the new space, using its blueprint to start designing layout features, including furniture placement.

✓ Begin an inventory of all large furniture, and decide what you intend to keep vs. sell.

✓ Begin an inventory of smaller items and files, and decide what moves and what needs secure disposal.

✓ Contact vendors and begin the change of address process.

## SIX WEEKS OUT

Include employees in the move process from day one, but at the six-week mark it's time for everyone to get serious.

Conduct an all-company meeting to inform employees of details, dates, and expectations.

Start spring cleaning or purging at the department and employee levels to reduce waste and clutter.

Order and schedule delivery for furniture you intend to rent or purchase for your new office.

## ONE MONTH OUT

It's time to get down to the specifics. One month before you move, make sure everything is in writing, including:

An internal communications plan for the week/day of your move

A plan to move any sensitive or classified items/files

New rules, jobs, and other details to individual staff members and departments before, during, and after move day

## ONE WEEK OUT

It's crunch time now. One week out, and your entire staff should be focused on the move and making sure all the little details are zipped up.

- ✓ Do a final walkthrough of your new space to make sure that all repairs and alterations are complete.
- ✓ Review any turnover requirements for the old space, including repairs that need to be made.
- ✓ Publish any network outage times.
- ✓ Update website, vehicles, signage, and other branding to reflect the new address.
- ✓ Schedule an open house in the new location for employees and/or clients once move is complete.
- ✓ Ensure that employees pack up individual spaces and personal items and take them home until the new space opens.

## DAY OF MOVE

For larger companies, most staff will not be on site during the move day. However, there are important jobs that need to be done and communication to keep in mind:

Establish and ensure a chain of command among departments, including specific, on-site coordinators for move day.

Plan for employee unpacking with a central location for crates and boxes.

Ensure new signage is installed and clear.

Assign one person to walk through each area of the old office to make sure nothing is left behind.

## MORE PLANNING TIPS



Consider hiring professionals to help ease the process at every step. Examples include packers, movers, and interior designers.



Designing your new space may mean adding furniture. Consider furniture rental as a way to test out new styles before committing to a purchase.



Hold regular meetings with staff to help them feel a part of the process. Solicit help from each department to plan the logistics of moving their items and setting up their new space.