

Office Move Checklist



Stage 1: Logistics planning

- Review existing lease
- Determine budget
- Consider and/or book movers
- Designate a moving team
- Propose a timeline
- Plan for internal announcement

Stage 2: Communicate

- Notify your current landlord
- Ensure the current client list is up-to-date
- Notify the post office of changed address
- Update all delivery subscriptions
- Notify employees
- Assign responsibilities to team members

Stage 3: Resource audit

- Conduct a furniture audit
- Order additional items as needed
- Collect moving supplies
- Transfer utilities
- Establish security needs
- Determine IT needs for new office
- Schedule service for pre move-in day

Stage 4: Prep for move-in

- Finalize plans with the moving team
- Collect parking passes, keys or security cards for the old office
- Backup important documents and data
- Finish up packing and labeling
- Do a last search for personal belongings