

# The Ultimate Office Moving Checklist

	Employee Responsible	Date	Priority
<b>New Office Building</b>			
Get keys for new office			
Set up and install alarm system			
Add network drops/power			
Install security cameras			
Arrange for any renovations before furniture is moved			
Cabling and network installation			
Determine parking access for employees			
Label rooms according to packed boxes			
New furniture installation			
Purchase and set up new phone system			
Record voicemail and hold messages for new phone system with updated address			
Reception signage			
Pylon side - outside building			
Arrange for listing to be updated in lobby directory			
Purchase additional furnishings - dishes, soap dispensers, etc.			
<b>Old Office Building</b>			
Determine furniture to be moved, left and trashed			
Determine where furniture from old office will go in new office			
Label all items to be moved in accordance with new office floor plan			
Set up recycling bins and garbage cans in the office for staff			
Designate area for electronic recycling, hazardous waste items and items to be donated			
Server breakdown and move			
Pack kitchen			
Pack offices			
Pack supply closets			
Pack cubicles			
Pack washrooms			
Pack server room			

Deal with old phone system			
Label all equipment to be moved			
Arrange for sub lease/sale of old office			
Cancel all utilities / change contact information			
Reprogram thermostat			
Cancel garbage service			
Key turnover for old office			
<b>Administrative</b>			
Hire moving company <ul style="list-style-type: none"> <li>- Do you need specialized movers for technology and equipment?</li> <li>- Do you need specialized movers for furniture covered under warranty?</li> <li>- Will the movers deal with your electronic and hazardous waste items?</li> </ul>			
Determine how many boxes are needed per employee to pack up their office space			
Book elevator at new and old office for move			
Inform staff of move procedure and plan			
Mail redirection and policy for managing redirected mail			
Update address on magazine or resource subscriptions			
Change letterhead soft templates			
Update address in internal software systems			
Update company credit cards and banking			
Update address on websites and web directories			
Mail out hard copy address change to customers and vendors			
Change of address electronic mail out			
Update insurance for new office			
Health and safety / risk management policy at new office			
Update email signatures with new address			
Order new business cards			
Order new letterhead envelopes			
Arrange for cleaners at new building and cancel cleaners at existing office			
Schedule post move training for safety and security at new location			

Schedule meeting to discuss new office plan - who can use what rooms when and how, kitchen rules etc.			
Plan office party			
<b>Move Day</b>			
Office move			
Final sweep of office for missed items			
Office closes – put sign up directing visitors to the new location			
Donation drop off			



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# BLUE LINK

Blue Link ERP provides fully integrated inventory and accounting ERP software for small-medium size businesses – primarily wholesalers and distributors.

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