

# THE ULTIMATE OFFICE MOVE CHECKLIST



## Plan Everything Out

Create a moving plan for your business. This should be done (at a minimum) six months before the move takes place. Begin planning by doing the following:

- Find your new property and check your current lease
- Define your budget
- Put together your team
- Map it out



## Implementation

Starting about three to four months before the move, you'll want to start implementing as much of your move plan as possible. To make this successful you should do the following:

- Spring clean
- Make changes to utilities, mailing addresses and set a moving date
- Packets to staff explaining in detail what is happening and who is in charge



## Make the move

For the month leading up to the move, you should have all of the following in place:

- Movers - Choose a licensed, bonded and professional moving company well versed in office moves
- Prioritize - Determine what's going to have to be unpacked and set up first
- Do a final walkthrough - After you have moved everything, have several individuals do a walkthrough of the building to ensure that nothing has been missed.