



THE ROCHLIN ORGANIZATION

Relocating a business is a very involved, complicated and stressful process. The job of coordinating the relocation can be fraught with many demands and challenges.

Planned correctly, a business move can be completed swiftly and efficiently. In order for such a move to be successful, a manager/business owner needs to be as prepared and organized as possible.

Use our moving checklist to set up and implement a detailed schedule and timeline of all tasks and procedures that need to be completed.

Moving? Benefit With Our Moving Checklist





Your Move Checklist:

MOVE DAY: ITINERARY



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 MOVE DAY: MINUS 90 DAYS		ASSIGNED TO	DUE	DONE
1	Form a move committee.			
2	Review any special-use licenses or permits required.			
4	Inventory all furniture, contents and equipment. Note all sizes and if disassembly will be needed. Take pictures to prove any claims for damage made during the move.			
5	Arrange to sell or discard outdated furniture and equipment. .			
6	Check doorways, corridors, elevators, stairwells and loading docks at both locations. Confirm the maximum weight capacity for the elevators.			
7	Confirm building policies, procedures and any move-in restrictions at both locations,.			
8	Determine who will be doing the packing: your employees, the mover, or a combination of both. Be specific about who, what, when and how people are to handle the contents of desks, pictures, plants, etc.			
9	Collect and analyze the movers' estimates. Select the appropriate moving company.			
10	Review your existing insurance policies to make sure all of your business equipment, appliances, and furniture are covered before, during, and after the move. Evaluate the mover's insurance coverage. Determine if you will use their insurance, or a rider to your existing policies. If using the mover's insurance, get Certificate of Insurance. Review/confirm delivery damage claims procedures.			
11	Discuss the touch-up and repair procedures for any items damaged during the move.			
12	Obtain estimates for telephone system and for its installation at the new location to be sure they will set up call forwarding for at least 6 months			
13	Arrange for I.T. and phones at the new location, Obtain telephone numbers for new location. Do this as early as possible.			
 MOVE DAY: MINUS 60 DAYS				
14	Explain the move to all employees via meetings, memos, and emails.			
15	Notify banks, clients, insurance, IRS, services, software vendors, subscriptions, etc. of new address and phone number. Make a master list for follow-up.			

CONTINUED



Your Move Checklist:

MOVE DAY: ITINERARY



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➡ MOVE DAY: MINUS 60 DAYS CONTINUED		ASSIGNED TO	DUE	DONE
16	Notify vendors of your new address and advise them of when their shipments and invoices will be accepted at the new location.			
17	Arrange for listing on lobby directory of the new building.			
➡ MOVE DAY: MINUS 45 DAYS				
18	Schedule a public relations plan, including news releases, articles, and post-move parties and events.			
19	Place an order for new stationery using new address, subject to confirmation of new phone numbers.			
20	Schedule telephone installers on a standby basis to take care of any last minute changes quickly, so communications can be in operation when the offices are open for business.			
➡ MOVE DAY: MINUS 30 DAYS				
21	Arrange for each department to have a floor plan of their area in the new facility.			
22	Schedule a tour of the new facility for key executives, department move coordinators, department heads, and appropriate vendors.			
23	Schedule post move training for security, fire, and life safety procedures at the new facility.			
24	Schedule dates for the dismantling and reassembly of any equipment that needs to be moved prior to the actual move.			
25	Arrange for a plant service to remove all indoor plants at your current location, and to install them at the new facility.			
26	Decide the number and size of cartons needed per office, or per employee. Order cartons from your mover or purchase from another source. Schedule the distribution of packing materials such as boxes and bins, and schedule the actual packing.			
27	Arrange to relocate your present security systems to your new facility, or confirm the installation of new system and procedures.			

CONTINUED



Your Move Checklist:

MOVE DAY: ITINERARY



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MOVE DAY: MINUS 30 DAYS CONTINUED

		ASSIGNED TO	DUE	DONE
28	Schedule elevator service in old and new locations.			
29	Schedule the delivery and installation of new furniture and equipment.			



MOVE DAY: MINUS 15 DAYS

30	Arrange for artwork, chalkboards, whiteboards, etc., to be taken off the walls at your old facility. Arrange for their installation at the new facility.			
31	Provide each employee with specific instructions about what they are required to do, e.g., remove contents from desks, pack books and files, color code cartons, etc.			
32	Code all furniture and equipment on a color coded floor plan of the new facility to show where each item should be placed.			
33	All keys to desks, file cabinets, etc. should be tagged and labeled, and placed in a safe spot. Tape keys to empty desks and file cabinets. Make sure to have duplicate keys.			
34	Mark, tag, and color code every item to be moved. Be sure to have photos of each item that will be moved.			
35	Arrange with the building manager to have the air-conditioning (or heat) and elevator access in operation during the move at both locations.			
36	Establish communications between old and new locations to help with move coordination.			
37	Make sure all employees know when and where to report when the new office opens for business.			
38	Install locks at the new facility and make duplicate keys. Distribute keys to appropriate employees			



MOVE DAY: MINUS 7 DAYS

39	Arrange for the distribution of parking passes and security cards for the new facility.			
40	Develop a "punch list" of tasks needing to be completed by contractors, or for items that must be delivered and installed by suppliers.			
41	Confirm the Certificate of Occupancy and any other required permits or licenses have been obtained.			

CONTINUED



Your Move Checklist:

MOVE DAY: ITINERARY



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MOVE DAY: MINUS 7 DAYS CONTINUED

		ASSIGNED TO	DUE	DONE
42	Reconfirm that the telephones at the new facility will be operating on or before move-in day.			
43	Arrange to feed your employees, if appropriate, during the move.			
44	Arrange for I.T. to stand by during and after the move.			
45	Arrange for cleanup after the move has been completed. All boxes, cartons, bins, etc. should be removed as soon as possible.			



MOVE DAY: MINUS 2 DAYS

46	Ask employees to put their desks in order and to organize their work areas.			
47	Send notification announcing move to clientele.			
48	Put up directional post-its, room and area labels, and furniture plans in the new facility.			
49	Create a "Lost and Found" department to help employees locate lost equipment, boxes, etc			
50	File change-of-address forms with the Post Office so they will forward mail for one year.			



MOVE DAY: MOVING

51	Back up computer systems. Hand carry backup to new facility.			
52	Ensure movers protect elevator cabs, lobbies, walls, and floors against damage.			
53	Designate someone to stay at the old facility to answer questions and give directions to the movers. Record the start time and the number of movers working on the job			
54	After the last van is loaded, but before it leaves, walk through the facility to check for anything left behind. Look in elevators, stairwells, hallways, offices, and lobbies.			
55	Carefully read the Bill of Lading before you sign. It is the contract between you and the mover. Keep it with you until everything is delivered, charges are paid, and any claims are settled.			
56	Designate someone to be at the new location to answer any questions and to give instructions to the movers.			

CONTINUED



Your Move Checklist:



MOVE DAY: ITINERARY

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POST: MOVE

		ASSIGNED TO	DUE	DONE
57	Have a new phone list and floor plan showing location of departments on each employee's desk when the offices open for business.			
58	Transfer your insurance to the new location. Get Certificates of Insurance from your insurance company.			
59	Confirm when you call the old telephone number that it is forwarded or a recorded message provides your new number to callers.			
60	Schedule post move open-house welcome party for clients and employees.			
61	Reconfirm the termination of old leases and return of security deposits.			
62	Confirm the proper completion, delivery and installation of all items on both the construction and vendor punch list.			
63	Collect parking passes, security cards and keys for the old facility. Use a checklist. Confirm the return of any deposits held by the landlord for these items.			
64	Arrange for the maintenance of the new facility. Establish housekeeping guidelines to prevent unwanted personal decorating.			
65	Audit final invoices against contracts and progress payments and pay retention.			
66	Complete and file all warranty information for all new furniture and equipment.			

MOVE COMPLETED

NOTES:
