

MOVING TO THE NEW OFFICE CHECKLIST

STAGE 1

Pre-Move Planning

(3-6 Months Before Move)

- 1. Appoint a Move Coordinator:**
 - Designate a team or individual responsible for coordinating the move. This person will oversee all aspects of the relocation process.
- 2. Establish Budget:**
 - Determine the budget for the move, including costs for packing materials, transportation, new office setup, etc.
- 3. Create a Timeline:**
 - Develop a detailed timeline outlining key milestones and deadlines for each phase of the move.
- 4. Select a New Location:**
 - Identify and secure a new office space that meets the needs of the organization.
- 5. Notify Stakeholders:**
 - Identify and secure a new office space that meets the needs of the organization.
- 6. Hire Movers or Plan Internal Resources:**
 - Decide whether to hire professional movers or utilize internal resources for the move.
- 7. Notify Stakeholders:**
 - Inform employees, clients, suppliers, and other relevant stakeholders about the upcoming move.
- 8. Create Floor Plan:**
 - Develop a floor plan for the new office to ensure a smooth transition and efficient layout.
- 9. Order Branded Swag:**
 - Order branded swag such as notebooks, mugs, and pens for employees to enhance team spirit and excitement about the move.

STAGE 4

Moving Day



- 1. Supervise Moving Process:**
 - Oversee the moving process to ensure everything goes according to plan.
 - Address any issues or concerns that arise during the move.
- 2. Set Up New Office:**
 - Direct movers or internal staff to unload and set up furniture and equipment in the new office.
 - Verify that everything is in the correct location according to the floor plan.
- 3. Prepare Office for Employees:**
 - Set up cute presents for desks or decorations to welcome employees to their new workspace.
- 4. Celebrate with Employees:**
 - Celebrate the successful move with employees and distribute presents to boost morale and foster a sense of appreciation.

STAGE 2

Logistics and Coordination

(1-3 Months Before Move)

- 1. Inventory and Declutter:**
 - Conduct an inventory of office furniture, equipment, and supplies.
 - Dispose of or donate any unnecessary items.
- 2. Order Packing Supplies:**
 - Purchase packing materials such as boxes, tape, bubble wrap, and labels.
- 3. Develop Engaging Communication for Employees:**
 - Create engaging and informative communications to keep employees informed and excited about the upcoming move.
- 4. Update Contact Information:**
 - Update business cards, letterheads, and online listings with the new address.
- 5. Coordinate IT and Telecom Services:**
 - Arrange for the transfer of internet, phone, and IT services to the new location.
- 6. Schedule Utilities Setup:**
 - Arrange for utilities such as electricity, water gas to be set up at the new office.

STAGE 5

Post-Move Follow-Up

- 1. Unpack and Organize:**
 - Unpack boxes and organize items in their designated locations.
 - Set up workstations and common areas according to the planned layout.
- 2. Address Any Issues:**
 - Address any issues or concerns that arise after the move, such as missing items or equipment malfunctions.
- 3. Update Documentation:**
 - Update internal documentation, such as employee directories and office manuals, with the new office information.
- 4. Evaluate and Improve:**
 - Conduct a post-move review to identify lessons learned and areas for improvement for future office moves.

STAGE 3

Final Preparations

(1 Week Before Move)

- 1. Finalize Packing:**
 - Complete packing of all remaining items, labeling boxes with destination rooms.
- 2. Coordinate Moving Day Logistics:**
 - Confirm the schedule with the moving company or internal team.
 - Arrange for parking and building access at both locations.
- 3. Communicate Moving Day Instructions:**
 - Provide employees with detailed instructions for moving day, including packing personal items and labeling desks.
- 4. Send Teaser Emails to Employees:**
 - Send emails to employees teasing perks and new amenities in the new office to build excitement.

