



MOVING CHECKLIST

Appoint an “in house” move coordinator

- Critical timeline
- Has a list of vendors
- Determined the budget
- Ordered new furniture
- New stationary, phone book listing,

Accurate space plans

- Enough power
- Cabling and phone needs
- Utilizing current furniture in new space
- Full functioning space

Spring cleaning

- Organized record management (old files to off-site storage at a cheaper rate)
- Trash or sell old furniture, equipment, items that are collecting dust, etc.
- Shredding service called in early

Around the actual move date

- Cut back on office supplies (copier paper, water delivery, etc) to minimize items
- Have plenty of boxes and tape
- Arranged with building for after hours HVAC, extra trash pick up, etc.
- Movers arranged with landlords move-out and move-in times for freight elevator
- Have large floor plan posted at new office with marked boxes of what goes where