

MOVE CHECKSLIST

PRIOR TO THE MOVE

- Hire a mover ensuring that they are adequately insured; property management will need proof of insurance
- Reserve all moving tools, elevators, loading docks etc.
- Bid and choose telephone and cabling companies
- Purchase general liability/business insurance in conformance with lease agreement
- Audit furniture for the new space, color code furniture that will be moved to the new space for swift movement
- Send change of address to: Banks and financial institutions, vendors, clients, service providers, post office, etc.
- Advise all office suppliers such as water, coffee, printer materials etc.
- Order change of address labels
- Order signage at new location, secure with property management that signage will be in place upon move in
- Order checks, update financial documents and records
- Establish criteria for purging files and throwing out old material
- Update your website
- Obtain new phone numbers, extensions
- Order new stationary, business cards

IMMEDIATELY PRECEDING THE MOVE

- Pack up desks, personal spaces
- Take down furniture
- Empty, defrost refrigerator
- Back up computers
- Distribute new keys, security codes and access cards.

MOVING DAY

- Post signs for movers
- Protect main moving paths & elevators
- Don't block walkways with furniture
- Clean out old office
- Don't put old or unwanted furniture in or around dumpster. Break down boxes
- Document move with pictures of new and old space and move-in and move-out conditions.
- Be courteous of current tenants with noise and disruption
- Cancel utilities if applicable

FOLLOWING THE MOVE

- Confirm termination of old lease
- Contact landlord about security deposit
- Collect old keys, access cards
- Install and test telephone system
- Perform cleaning of space
- Have final walk-thru and report any damages with property manager
- Confirm all change of address request have been updated
- Schedule press release and client announcement