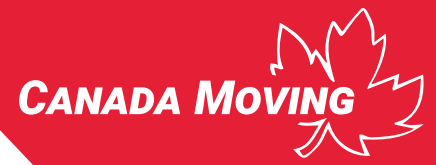


OFFICE MOVE CHECKLIST



Here is a detailed list on how to get your office moving organized.

TASK NAME	Assigned To	Status	Due Date	Next Step(s)	Comments
EIGHT WEEKS BEFORE:					
Approved new furniture layout for private offices					
Approved new furniture layout for common areas					
Confirm delivery dates for new furniture					
Issue RFP to potential movers					
Select move team/department coordinators					
Recommendations to Award to mover					
SIX WEEKS BEFORE:					
Meet with team and assign responsibilities					
Select mover					
Identify insurance requirements - move weekend					
Obtain insurance certificate from mover					
Confirm incoming new extension numbers					
Finalize seat assignments					
Assign extensions/direct dials					
Notify insurance carrier of relocation					
Issue insurance certificate to Landlord new					
Order new services (cleaning, landscaping)					
FOUR WEEKS BEFORE:					
Present to employees					
Present building information to employees					
Confirm delivery dates for new furniture					
Notify vendor re: copier					
Notify vendor re: coffee service					
Notify vendor re: water service					
Notify vendor re: postage meter					
Notify vendor re: plants					
Notify magazines/newspapers					
Notify vendors with standing orders & Pick-ups					
Notify post office of address change					
Order change of address cards					
Confirm date with movers					
Assign move codes					
Reserve loading dock & elevators					
Freeze changes on seat assignments					
Identify locations for printers/fax machines					
THREE WEEKS BEFORE:					
Provide trash bins					
Provide move instructions to employees					
Provide recycling bins for file purge					
Identify locations for packing materials					
Update address on website					
ONE WEEKS BEFORE:					
Deliver boxes and labels					
Distribute access cards/IDs					
Prepare emergency contact list					
Phone training for employees					
TWO DAYS BEFORE:					
Deliver additional boxes and labels					
Label origin and destination for movers					
Confirm all vendors and times					
MOVE DAY/SETTLE-IN:					
Place orientation packages at destination					
Hang whiteboards/artwork					
Remove excess furniture					
Remove crates & packing materials					