



Office Moving Checklist

STAGE OF COMPLETION	PERSON RESPONSIBLE	START DATE	IN PROCESS	COMPLETED
STAFF MEMO DESCRIBING MOVE DETAILS				
CHANGE OF ADDRESS NOTICES				
<input type="checkbox"/> Banks and financial institutions				
<input type="checkbox"/> Clubs and organizations				
<input type="checkbox"/> Credit accounts and credit cards				
<input type="checkbox"/> Customers				
<input type="checkbox"/> Insurance companies				
<input type="checkbox"/> Lists from ledgers				
<input type="checkbox"/> Newspapers and magazine subscriptions				
<input type="checkbox"/> Post office				
<input type="checkbox"/> Telephone company				
<input type="checkbox"/> Prospects and other lists				
<input type="checkbox"/> Supplies and special services				
<input type="checkbox"/> Stationary and business cards				
PUBLIC RELATIONS				
<input type="checkbox"/> Schedule press releases				
<input type="checkbox"/> Client announcement				
<input type="checkbox"/> Receptions				
<input type="checkbox"/> Signs				
MOVING COMPANY				
<input type="checkbox"/> Qualifications check				
<input type="checkbox"/> Mover's insurance check				
<input type="checkbox"/> Moving labels				
<input type="checkbox"/> Packing materials				
<input type="checkbox"/> Ensure movers have a floor plan, move schedule				
SPECIAL REQUIREMENTS				
<input type="checkbox"/> Equipment move by manufacturer or movers				
<input type="checkbox"/> Computers				
<input type="checkbox"/> Fax				
<input type="checkbox"/> Photocopiers				
<input type="checkbox"/> Safes				
SECURITY				
<input type="checkbox"/> Old premises				
<input type="checkbox"/> New premises				

STAGE OF COMPLETION	PERSON RESPONSIBLE	START DATE	IN PROCESS	COMPLETED
ELEVATORS				
<input type="checkbox"/> Reserve elevators and docking areas				
CLEANING				
<input type="checkbox"/> New premises before occupancy				
<input type="checkbox"/> Old premises after move				
KEY/ENTRY CARDS				
<input type="checkbox"/> Collect old keys/entry cards				
<input type="checkbox"/> Assign new keys/entry cards				
TOUR NEW PREMISES PRIOR TO MOVE				
SCHEDULE MOVE				
<input type="checkbox"/> Assign move supervisors to departments				
<input type="checkbox"/> Plan date and hours of move by department				
<input type="checkbox"/> Plan date of delivery of new furniture				
<input type="checkbox"/> Plan date of delivery of refurbished items				
<input type="checkbox"/> Assign labels by location on the floor plan				
<input type="checkbox"/> Tag all equipment and furniture by location				
FILING				
<input type="checkbox"/> Sort/dipose of dead material prior to move				
<input type="checkbox"/> Discuss with movers records management				
UNPACKING				
<input type="checkbox"/> Schedule staff				
CLEAN UP				
<input type="checkbox"/> Plan removal of all cartons and tags after move				
ASSIGN MAINTENANCE				
<input type="checkbox"/> Department				
<input type="checkbox"/> Kitchen				
<input type="checkbox"/> Washrooms				
DEFICIENCY CHECKLIST				
<input type="checkbox"/> Complete work station deficiency checklist				