

OFFICE MOVE CHECKLIST



Save your sanity with our handy dandy move checklist Start a master list of items that need to be considered. Whoa, we know that can be a bit overwhelming so read on friends:

CREATE A COMPLETE WORKING BUDGET:

- Make internal company decisions - or better yet, create a move team so you can delegate!
 - Location desired?
 - What type of building do you require?
 - Square footage needed?
 - Open floor plan?
 - Private Offices?
 - Determine who goes where/gets what in terms of space/furniture.
 - Make changes/upgrades to office systems?
 - Phone Systems
 - Computers/Networking
 - Copiers/Printers/Fax
 - Computers
 - Other specialty equipment
 - Establish requirements for archiving or offsite file storage
- Hire commercial broker
- Hire an architect/interior design firm
 - Create working floor plan drafts
 - Provide HVAC requirements for all equipment
 - Provide electrical requirements for all equipment
 - Decide on a standard network cable configuration
- Select Space
 - Negotiate lease terms
 - Negotiate TI allowance
 - Sign Lease
 - Give notice to old landlord

move

OFFICE MOVE CHECKLIST

Hire vendors

Cabling

Telephone system (replace it or move it)

Order new phone/data service (POTS, T-1, ISDN, DSL)

Network (upgrade it, back it up, prepare to move it)

Security system

Modular furniture (replace it or move it) Need help? We know this great little company.

Order any new office furniture

Furniture movers

Document destructors

New janitorial service

Plant watering service

Manage construction project

Hire General contractor

Hire Project manager?

Hire MEP engineer

Get drawings approved for permit

Obtain building permits

Change address & phone numbers

Order new stationery and business cards

Order new signs

Paint company vehicles

Change vehicle registration?

Change website, social media sites, advertising, phone book and any other address bearing media to reflect new address/phone numbers

Notify post office

Have an office "garage sale" to get rid of unwanted items.

Donate gently used items to local non-profit organizations

Throw away junk!

Warehouse/store un-needed equipment and files

Communicate

Memos to employees

Letter to customers

Notify bank and accountant

OFFICE MOVE CHECKLIST

- Notify insurance agent
- Notify vendors and suppliers
- Packing prep
- Order and distribute boxes (provided by mover)
- Rent crates (if applicable)
- Order and distribute packing materials (provided by mover)
- Provide clear instructions for packing
- Determine who will pack filing cabinets, supply cabinets
- Determine who will pack common areas (reception, pantry, library, etc.)* MAKE THIS FUN!
- Make arrangements to have live plants moved
- Move management prep
- Take complete inventory
- Document network log-ins, access, print spooling, etc.
- Perform complete backup of network
- Perform complete backup of telephone system
- Document telephone extension, pooling groups, etc.
- Select department coordinators
- Create packing/labeling guidelines
- Arrange to have PCs packed/moved
- Determine who will work on move day(s)
- Arrange for packing/moving of copiers (tip – if leased the mfg will most likely want to move them)
- Arrange for tear down/installation of systems furniture
- Arrange to pack/move networking equipment and servers
- Arrange to prep/move telephone system
- Arrange for elevator access (both sites)
- Schedule parking and unloading at new site
- Obtain any special moving/parking permits
- Determine building restrictions for move hours
- Arrange for protection of floors, walls and elevators
- Clean up/demo old site
- Remove old cabling?
- Arrange for special trash pickup
- Perform final cleaning?

OFFICE MOVE CHECKLIST

- Update:
 - Service agreements
 - Business Licenses
 - Insurance
 - Sales & Use certificates
 - Equipment leases
 - Mandatory HR postings

Wahoo! You're going to have a fantastic move and awesome new space. Congratulations. Now it's time to celebrate!

SQUARE ONE INTERIORS OFFERS THESE SERVICES - We'd love to help any way we can, call us today! (913) 747-4669

SQ1 STRATEGIC PARTNER - We have strategic alliances with the best of the best in these product/service areas.

SQ1 VENDOR REFERRALS - We have several reputable sources we'd be happy to refer.