

Office moving checklist

A typical order of tasks for an office, clinic or facility move. A small office can compress it; a larger one needs more time.

PLANNING

- ☐ Read the lease notice and restoration clauses
- ☐ Name a move coordinator
- ☐ Set a budget and a move date

BUILDING AND MOVER

- ☐ Get written quotes after a walkthrough
- ☐ Book the mover
- ☐ Ask both buildings for elevator, dock and insurance rules

IT AND PHONES

- ☐ Order internet at the new site early
- ☐ Plan the network, phone and server move with IT

FLOOR PLAN

- ☐ Number every desk and room on the new floor plan
- ☐ Decide what moves, what is sold, what is stored

NOTES

PACKING AND LABELS

- ☐ Give each employee boxes and labels with their desk number
- ☐ Pack shared areas, files and supplies

MOVE DAY

- ☐ Coordinator walks both sites with the crew lead
- ☐ Movers place everything by label and floor plan

FIRST DAY AFTER

- ☐ Test computers, phones and printers
- ☐ Collect empty boxes
- ☐ Report any damage to the mover in writing

SIX ITEMS THAT GET MISSED

- ☐ Address on website, Google profile, invoices, letterhead, bank, suppliers
- ☐ New access cards; keys returned at the old site
- ☐ Canada Post forwarding; notice to couriers and suppliers
- ☐ Certificates of insurance for both buildings
- ☐ Restoration of the old space per the lease
- ☐ Records: what moves, what is archived, what is shredded