

# The Ultimate Office Moving Checklist

- Create a shared “Moving” folder for checklists, spreadsheets, contacts, timelines, budget and expenses, and other moving-related documents.
- Notify your employees face-to-face and in writing.
- Assess office inventory and list what will be moved, sold, stored, donated or discarded.
- Schedule facility walk-throughs with potential movers - in current and new office spaces
- Hire professional office movers
- Notify your landlord/property manager
- Notify clients and business partners
- Plan office moving activities and events for staff
- Confirm details with your movers prior to moving day
- Book elevators and procure parking permits as necessary
- Designate company a supervisor to be present at each location on moving day
- Review safety procedures with your staff
- Pack and label your office and desk contents
- Decommission your office
- Disconnect technical equipment
- Cancel/transfer services, deliveries, and subscriptions
- Collect and cancel employee passcards, keys, and building access
- Schedule pick up for your moving boxes
- Schedule office furniture and tech set up for your new office
- Update your business address and contact information across all touchpoints