

## OFFICE MOVING CHECKLIST

# Move the office. Keep the business running.

A six-week-out plan for relocating a working office — what to do, who needs to know, and what to confirm with your mover.

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## 6 weeks out

- Confirm new lease start date and old lease end date. Identify overlap or gap.
- Walk the new space with the mover to identify oversized items, freight access, and any disassembly needs.
- Request COI requirements from both buildings (named insureds, liability limits).
- Reserve the freight elevator at both buildings for the move-day window.
- Notify property management and building security about your move date.
- Identify your IT coordinator. Schedule disconnect / reconnect.

## 4 weeks out

- Lock the move date in writing with the mover.
- Order moving supplies — file totes, computer boxes, monitor cartons, labels.
- Create the labeling plan: color-coded labels keyed to the new floor plan.
- Send all-staff notice. Include: move date, what to pack/not pack, where to find supplies.
- Update your address with vendors, banks, insurance, payroll, USPS, state filings.
- Schedule any furniture knockdown / reassembly. Identify oversized items that need crating.

## 2 weeks out

- Confirm the freight elevator reservations and arrival times.
- Confirm COIs are on file at both buildings.
- Distribute packing supplies to staff. Communicate label color codes.

- Coordinate with IT for server room timing — typically last to be packed, first to be set up.
- Identify any items that should NOT move (lease furniture, items being disposed).
- Update Google Business Profile, website, signage, business cards.

## Week of

- Staff packs their desks. IT preps machines (photograph cable arrangements before unplugging).
- Confirm parking and dock access for the truck.
- Walk the new space — confirm power, lighting, network, water are all on.
- Brief the crew foreman on the labeling system and floor plan.

## Move day

- Project lead on site at origin (early) and destination (later).
- Track inventory as items load and as they unload.
- Coordinate IT setup: servers first, then workstations.
- Walk both spaces with foreman before sign-off.

## Day after

- Quick check of workstations — anything missing or broken?
- Confirm all-staff that the office is operational.
- File a damage claim immediately if anything is broken (most claims have a 60-day window).

We carry \$1M to \$3M premises liability insurance and provide COIs at no charge. Call (818) 884-6125 to schedule a walk-through; we'll quote your office move on the spot.