

Office Move-In Checklist

(1 Month prior to move)

Business Name: _____
Address: _____
Phone Number: _____

- Discuss and agree on moving insurance needs with your company.
- Send out a special media blast and press release to notify customers/clients about the new location
- Ensure that your business name will be added to the building listing directory by the time of the move-in date
- Prepare an employee moving packet so that there is clarity about new office procedures and safety protocols.
- Schedule a lock changing for the old location if needed.
- Define a packaging and labeling system to make it easier to find things at the new location.
- Back-up drivers and servers.
- Decide whether to use or sell the old furniture.
- Create a "move check-in schedule" to provide employees updates on move progress.