

BUSINESS RELOCATION CHECKLIST

Your Step-by-Step Guide to a Smooth Business Move

Phase 01: 5-6 Months Before Moving

- Establish a 'move committee' of key staff members
- Meet with space planners and interior designers
- Meet with vendors (telecommunications, IT) to discuss wiring and systems
- Identify initial layout of computer facilities
- Check for restrictions on moving days/times at current and new locations
- Request preliminary moving estimates

Phase 02: 3-4 Months Before Moving

- Meet with move committee to follow up on moving plan
- Select telephone system and telecommunication equipment
- Reconcile office design changes
- Develop computer plan and layout for new location

Phase 03: 2 Months Before Moving

- Verify telephone system order and installation details
- Complete administrative changes (address, stationery, copier service, etc.)
- Finalize floor plans and telephone changes
- Finalize choice of moving company

Phase 04: 1 Month Before Moving

- Purchase boxes and packing supplies (bubble wrap, tape, labels)
- Notify customers of new address
- Notify vendors and suppliers of new address
- Reserve elevators and loading docks if needed
- Schedule equipment removal and re-installation (day prior to move)
- Verify computer system progress
- Conduct employee orientation meeting (security, procedures, changes)

Phase 05: 2-3 Weeks Before Moving

- Order building and office keys or hire rekeying service
- Confirm move details with building manager
- Request certificate of insurance from mover
- Meet with moving consultant to confirm floor plans and furniture placement
- Finalize phone and computer re-installation

Phase 06: 1 Week Before Moving

- Hold employee meeting explaining moving and packing procedures
- Label all furniture according to plan (use mover-supplied labels)
- Tour new space and double-check furniture and floor plans

Phase 07: 1 Day Before Moving

- Complete all packing and labeling (except items mover will pack)
- Disassemble and re-assemble all phone equipment
- Walk staff through new space to identify workstations and common areas
- Post floor plans and label areas according to moving plan
- Verify internet and Wi-Fi are working

Moving Day

- Only moving company employees and move-committee members on-site
- Install computer systems and equipment (printers, copiers, fax, servers)
- Unpack and start working
- Make adjustments to furniture and equipment as needed

1st Class Moving and Storage

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Hours: Monday-Friday 8am-6pm | Saturday 9am-4pm