

# The Office Move Checklist: Prep for Commercial Relocation

## 90 Days Out – Get Organized

- ☐ Assign your Move Coordinator- They handle logistics, coordinate movers and communicate with your team.
  - ☐ Set your moving budget
  - ☐ Make sure you hire a reliable, office moving company
  - ☐ Decide what to keep and what to toss
  - ☐ Share early move details with your team
  - ☐ Pro tip: Plan your move by department zones, not individual desks – it makes unloading and setup significantly faster.
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## 60 Days Out – Get Tech & Logistics Ready

- ☐ Confirm wiring and server room needs at the new space
  - ☐ Order internet and phone services; schedule early testing
  - ☐ Notify vendors about the upcoming move
  - ☐ Arrange shredding and secure e-waste disposal
  - ☐ Start decluttering and hand out packing materials.
  - ☐ Pro tip: Confirm loading dock and elevator access early – commercial buildings often double-book move slots.
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## 30 Days Out – Get the Team Aligned

- ☐ Update your official business address
  - ☐ Refresh website, stationery, and business listings
  - ☐ Send final seating plans and packing instructions
  - ☐ Walk through the new office to confirm readiness
  - ☐ Finalize your remote-work backup plan
  - ☐ Pro tip: Use color-coded zones and numbered labels to make sure everything lands in the right place immediately.
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## **Week of the Move – Final Preparations**

- ☐ Confirm all packing and labeling is completed correctly
  - ☐ IT shuts down servers and equipment safely
  - ☐ Distribute access details (dock times, keys, passes)
  - ☐ Secure sensitive documents and valuables
  - ☐ Pro Tip: Take photos of cable setups before disconnecting – it saves hours during workstation reassembly.
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## **Move Day – Execution & Go-Live**

- ☐ Supervise loading and check items are accounted for
  - ☐ Oversee placement of boxes at the new office
  - ☐ Move and power up IT equipment first
  - ☐ Test all systems: internet, phones, printers, servers
  - ☐ Assist employees with setup and first-day needs
  - ☐ Perform final sweep of old office and remove debris
  - ☐ Pro Tip: Always move IT first – powering up servers and network gear early prevents downtime and stabilizes the transition.
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