



OFFICE MOVE CHECKLIST

Personalise it and make it your own!

Old Office Space

- Check for any repair work needed
- Speak to your moving company
- Create a numbering system
- Make a list of all that needs to be moved
- Make a list of heavy items
- Choose your packing materials
- Agree on delivery dates to the new office
- Collect employee entry & parking passes
- Disconnect devices and prepare cables
- Set up a cleaning appointment

New Office Space

- Assign roles and responsibilities
- Find temporary storage options
- Reconnect IT infrastructure
- Install internet and phone
- Hand out new parking passes & access cards
- Ensure accessibility in the lifts and corridors on moving day
- Create a seating and layout chart
- Dispose of storage boxes & packaging

Business Operations

- Communicate with all departments
- Set a department moving schedule
- Notify your customers
- Back-up all of your data
- Inform about changed working hours
- Provide sufficient parking space
- Update new company information

Changing office address



Who to notify

- Electricity provider
- Water company
- Phone provider
- Active subscriptions
- Suppliers & partners
- Gas company
- Post office
- Municipal services
- Federations & other institutions

Things to remember



Establish the distance between the old and new office



Set your budget



Get quotes from moving companies



Consider moving coverage



Throw an amazing grand opening office party!

GENERAL INFORMATION

OLD OFFICE ADDRESS:

NEW OFFICE ADDRESS:

DISTANCE:

MOVE IN DATE:

PACKAGING MATERIALS

TYPE

SIZE

QUANTITY

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

BUDGET PLANNER

TYPE

AMOUNT

PACKAGING

TRANSPORTATION

MOVERS

MOVING COVERAGE

TEMPORARY STORAGE

TOTAL COSTS

MANAGEMENT

NAME OF MOVE MANAGER:

EMPLOYEE NAME

ASSIGNED RESPONSIBILITY

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

CONTRACTORS

COMPANY

CONTACT DETAILS

IT SUPPORT

PACKERS

TEMPORARY STORAGE

MOVERS

CLEANERS