

## Planning your Commercial Office Move

Six months prior to the move:

- Select an employee to be the “point person” to coordinate all phases of the moving process.
- Assess any modifications that need to be completed in the new location and start selecting the appropriate personnel or vendors such as architects/space planners, painters, carpet installers, electricians, furniture and office equipment suppliers.
- Identify which items will be moved and which will be sold or donated.
- Identify any new items that need to be purchased.

Four months prior to the move:

- Confirm the number of employees to be moved and create an office plan for the new location.
- Select vendors to complete any modifications to the new location.
- Move unused files and records to your records management location.
- Place orders for any new purchases.

Two months prior to the move:

- Decide if you would prefer your employees to pack their work areas or if you would like the moving company to provide you with packing services.
- Review any moving rules and regulations that your building management company may have at both the current and new locations.
- Call Move It Now and other movers for an estimate and select a mover.

Three week prior to the move:

- Meet with all of your employees to review the move process and their responsibilities.
- If you are packing yourselves, distribute labels cartons and packing materials to each employee so they can begin packing.
- Review the moving schedule and new office layout with your moving company.

One week prior to the move:

- Label all furniture and items to be moved.
- Verify with your moving company move dates and start times.

Move Day:

- One or two persons should be assigned to be at both origin and destination locations to handle any questions that arise.
- Be sure to do a complete walk through at your old and new office to ensure that all items have been moved to their correct locations.

Day after the move:

- Meet with moving personnel for any possible “fine tuning”. Make sure that all of your items are in the correct spots and adjust if necessary.
- All employees unpack their work areas and place empty cartons in a central location for removal of your moving company.

