

6 Months Before Your Move



- Appoint an office move manager
- Seek internal support and establish a moving committee
- Create a moving plan, budget, and move schedule
- Research commercial moving companies
- Create a technology plan for equipment, power sources, cabling, and servers
- Hire architect, design firm, or workspace designer
- Provide landlord or property manager with move date
- Check existing lease for any move out conditions or costs
- Order furniture if working through a dealer

3 Months Before Your Move



- Hold weekly meetings with your moving committee
- Finalize floor plan or any needed construction at your new space
- Hire movers and lock in moving date
- Determine moving plan for common areas (refrigerators, coffee machines, etc...)
- Assign each employee a number to label their equipment, furniture, and boxes
- Arrange for external storage (if needed)
- Hire vendor to remove existing signage and install new signage
- Communicate to employees the move date and timing
- Conduct an audit to determine where the new address will need to be updated
- Obtain moving insurance to protect valuable equipment and goods
- Order furniture if purchasing online

1 Month Before Your Move



- Hold in-person employee orientation or conference call
- Create and distribute packet for employees (include details on floorplan, parking, amenities, restrooms, emergency exits, etc.)
- Notify utility providers of your move date
- Order new business cards, letterhead, or any other printed materials
- Notify IRS, USPS, Secretary of State, Google, customers, and vendors of change of address
- Setup employee help desk for moving support
- Provide boxes and labels to each employee
- Select cleaning service for old and new office
- Provide new keys or access cards to employees
- Perform a detailed check of the new building
- Send detailed floor plan to moving company
- Write press release to announce move

Day of Move



- Issue press release
- Provide on-site support to movers
- Update address on website
- Install and test all IT equipment and confirm internet and phone installation
- Share news of move on social media
- After move is complete, perform walk through to ensure layout is correct and that there's no damage to furniture or equipment

Additional Notes
