

# Office Move Checklist

By Jake R Brady

- Long-Term Preparations
  - Talk to your current landlord/leasing company to cancel your lease.
  - Set your move date and estimate locations.
  - Contact moving companies for estimates and information Tip: book well in advance because it can be busy at key times of the year.
  - Consult your financial advisor and/or Financial Officer to make a budget for moving expenses.
  - Make a list of criteria for your new office Be certain that the new location has the infrastructure necessary to support your technological needs.
  - Find a real estate agent to help you look for properties.
  - Schedule visits to potential locations.
  - Visit potential offices.
  - Choose a new office that's green.
  - If you/your company own(s) your current office, make plans to sell or rent it Find a realtor or property management company.
  - If you're moving to a new country, research new financial and insurance options.
  - If your office is moving to a foreign country, be sure your employees' documents (passport, visa, inoculations, etc) are up to date.
  - Speak to your insurance agent in case you need to transfer or cancel your insurance coverage (medical, property, fire, auto, etc).
  - Discuss the move and its effects with your employees.
  - If your new office is far away, book transportation.
- Mid-Term Preparations
  - Negotiate your new lease Be sure to read all documents and contracts carefully before signing. Keep you papers in a safe, organized place.
  - Begin taking an inventory and decide which items from the office need to be moved and which items will be replaced.
  - If you have rented office equipment like photocopiers, check the lease for canceling or transfer options.
  - Speak to your current cleaning company about canceling or transferring their services If you need a new cleaning company, find one here.
  - Make preparations for an internet connection and telephone lines in your new location.

- Get packing materials like boxes, cartons and labels or investigate packing services.
- Contact the municipalities of your old and new locations to find out if you need a permit to block the street during the move.
- Short-Term Preparations
  - Make a floor plan for your new office.
  - Purchase new office equipment and/or furniture Make delivery arrangements.
  - Begin packing items you will be taking from your current office.
  - If you are donating items, deliver them or arrange for pickup Save receipts for tax records. Find a tax consultant if you need help.
  - Make a contact information list (names and numbers of individuals in the company) so that during office relocation, it's possible to reach employees.
  - Ask your new landlord for enough copies of the keys/access cards so that you can provide them to the necessary employees.