

OFFICE MOVING CHECKLIST

A step-by-step guide to a smooth, organized, and stress-free office move

PRE-MOVE PLANNING (6-3 MONTHS BEFORE MOVE)

Define the Move Scope

- ☐ Set a move date
- ☐ Appoint a move manager or coordinator
- ☐ Set a moving budget

Communicate the Move

- ☐ Notify employees and stakeholders
- ☐ Inform your current landlord (if leasing)
- ☐ Share moving timeline with the team

Research and Hire Professionals

- ☐ Get quotes from office moving companies
- ☐ Choose IT relocation specialists (if needed)
- ☐ Schedule site visits

Review Contracts & Insurance

- ☐ Review lease agreements (new & old)
- ☐ Verify insurance coverage for move

ORGANIZATION & INVENTORY (3 MONTHS BEFORE MOVE)

Audit Current Inventory

- ☐ Furniture, electronics, files, etc.
- ☐ Tag and categorize items: Move, Store, Donate, Dispose



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Plan the New Office Layout

- ☐ Finalize seating chart
- ☐ Plan furniture & equipment placement
- ☐ Share floor plans with movers

IT & Telecom Planning

- ☐ Assess internet/phone needs for the new office
- ☐ Schedule installations with providers
- ☐ Backup all important data

PACKING & PREPARATION (2-1 MONTH BEFORE MOVE)

Order Packing Supplies

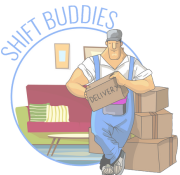
- ☐ Boxes, labels, bubble wrap, markers
- ☐ Specialty packing for electronics

Begin Department-Wise Packing

- ☐ Label all boxes clearly (name, department, contents)
- ☐ Secure files and confidential documents
- ☐ Organize cables and IT hardware

Notify Service Providers & Clients

- ☐ Update address with banks, vendors, delivery services
- ☐ Notify clients and partners about the move



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FINAL WEEKS BEFORE MOVE (2 WEEKS - 2 DAYS)

Deep Cleaning & Repairs

- ☐ Schedule final office cleaning
- ☐ Repair any damages to avoid penalties

Confirm Move Day Details

- ☐ Reconfirm with movers, IT, and staff
- ☐ Distribute move-day instructions to employees

Pack Remaining Essentials

- ☐ Personal items, essential paperwork, etc.
- ☐ Prepare a "First Day Essentials Kit" (tools, keys, chargers, etc.)

MOVE DAY

Supervise the Move

- ☐ Label all boxes clearly (name, department, contents)
- ☐ Secure files and confidential documents
- ☐ Organize cables and IT hardware

IT Setup

- ☐ Update address with banks, vendors, delivery services
- ☐ Notify clients and partners about the move

Walkthrough of Old Office

- ☐ Final inspection with landlord
- ☐ Return keys, cards, and documents



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POST-MOVE WRAP-UP

Settle In

- ☐ Unpack department-wise
- ☐ Set up common areas and break rooms

Update Address Everywhere

- ☐ Website, social media, email signatures
- ☐ Business cards, Google Business, directories

Celebrate the Move!

- ☐ Host a welcome-back event for the team
- ☐ Acknowledge team efforts

