



## OFFICE MOVE CHECKLIST

### 4+ WEEKS OUT FROM THE MOVE:

DATE(S) \_\_\_\_\_

- \_\_\_ Find a new office location and sign contracts, set the start date for the lease
- \_\_\_ Research moving companies and budget for the move, secure the movers & set the date
- \_\_\_ Contact your I.T. department to plan the unhook/rehook day for computers, servers, and phones
- \_\_\_ Contact your Internet provider to schedule an uninstall/install day
- \_\_\_ Notify and discontinue all services related to upkeep at the current office: ie. Janitors, landscapers

### 2 WEEKS OUT FROM THE MOVE:

DATE(S) \_\_\_\_\_

- \_\_\_ Order boxes and moving materials, and ask employees to pack their non-essentials
- \_\_\_ Order new furniture or any necessary signage for the new space
- \_\_\_ Create a layout for the new office and provide this to the movers
- \_\_\_ Send a communication to clients or vendors about the upcoming move, letting them know if you will be down for a day during the transition and when the office is open back up again if there is a closure
- \_\_\_ Update and order new letterhead and business cards
- \_\_\_ Add to your email signature footer the move date and a line calling attention to the new address

### 1 WEEK OUT FROM THE MOVE:

DATE \_\_\_\_\_

- \_\_\_ Check in with employees on packing their non-essentials, provide labels
- \_\_\_ Back up all data on computers to an external server
- \_\_\_ Get the keys, if you haven't already, for the new office. Make copies for anyone on your staff who need them
- \_\_\_ Go to the USPS and start getting your mail forwarded to the new address

### DAY BEFORE THE MOVE:

DATE \_\_\_\_\_

- \_\_\_ Add an out-of-office notice to your email or voicemails letting customers and vendors know you are moving the next day and there may be some delays in responses
- \_\_\_ Call the movers and confirm arrival time for the next day so that you're ready to go
- \_\_\_ Have a quick meeting with your staff to go over the timing and plan for the following day, when things should be unhooked, and any last minute questions

### DAY OF THE MOVE:

DATE \_\_\_\_\_

- \_\_\_ Arrive before the movers to ensure all access is open
- \_\_\_ Leave one staff member at the old location for any questions the movers may have, and send one staff member, or yourself, to the new location for any clarification
- \_\_\_ Communicate with I.T. the timing of getting things back up again
- \_\_\_ Ensure that the movers have unloaded everything to the appropriate places, finalize and issue/approve payment you've done a walkthrough at the old office
- \_\_\_ Instruct employees start unpacking their belongings

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## OFFICE MOVE CHECKLIST CONTINUED

**DAY/WEEK AFTER THE MOVE:**

**DATE** \_\_\_\_\_

- \_\_\_ Change your email footer to highlight the fact that you have now moved, change address in the content block if you usually include that info
- \_\_\_ Change your voicemail back to the regular recording, maybe add something about your new address if necessary
- \_\_\_ Notify the IRS about your new address [here](#)
- \_\_\_ Update your address on your website
- \_\_\_ Update your address on Google my Business, and any other online forums such as social media sites as well. [Here](#) is a good article to review on how to
- \_\_\_ **THROW A PARTY, whew – you did it, team!**



**Art and Andriana**  
OWNERS

### ABOUT JUNK IT MOVE IT

*Junk It Move It is a family-owned business and we are your full service clean-out and move-out crew.* We offer junk hauling, downsizing and senior moves, as well as general relocations for residents and businesses. Our team helps clients save time and relieve some of their stress by offering reliable and professional services, as well as honest pricing during life's many transitions.