

Office move checklist

Project: _____ Move date: _____ Coordinator: _____

1. Define the move

- ☐ Name the move coordinator, department leads and person who approves scope changes.
- ☐ List the people, furniture, equipment and storage moving; identify items staying or leaving.
- ☐ Agree the written scope, price, target dates and responsibilities with your project manager.

2. Prepare both buildings

- ☐ Confirm dock and elevator reservations, approved work hours and parking arrangements.
- ☐ Request each building's insurance requirements and allow time for document review.
- ☐ Mark destinations on the floor plan and confirm who opens, closes and secures each site.

3. Prepare your team

- ☐ Assign packing deadlines and give each desk, crate and room a destination label.
- ☐ Have your IT lead plan backups, shutdown, reconnection and testing before the move.
- ☐ Tell staff, customers and vendors when the address or availability will change.

4. Move and close

- ☐ Walk the origin and destination with the project contact; review priorities and access.
- ☐ Check furniture placement and moved quantities against the agreed plan.
- ☐ Record outstanding items, return arrangements and the person responsible for follow-up.