

OFFICE MOVE TIMELINE

EVERYTHING WE DO . . . FROM THE PRE-MOVE PLAN TO PLACING THE FINAL CHAIR . . . IS DONE QUICKLY AND EFFICIENTLY.



You need to be thinking about the move long before the actual move date. This timeline will assist you in planning and organizing your move so that you can minimize costs and downtime and start work in your new location as quickly as possible.

Six months prior to the move:

- Select an employee to be the “point person” to coordinate all phases of the moving process.
- Assess any modifications that need to be completed in the new location and start selecting the appropriate personnel or vendors such as architects/space planners, painters, carpet installers, electricians, furniture and office equipment suppliers.
- Identify which items will be moved and which will be sold or discarded.
- Identify any new items to be purchased.

Four months prior to the move:

- Confirm the number of employees to be moved and create an office plan for the new location.
- Select vendors to complete any modifications to the new location.
- Move unused files and records to your records management vendor.
- Place orders for any new purchases.

Two months prior to the move:

- Decide whether you would prefer to have employees pack up their work areas or if you would like the moving company to provide packing services.
- Go over any moving rules/regulations with the building management of both the old and new locations.
- Request estimates from moving companies and select a mover.

Three weeks prior to the move:

- Meet with all employees to review the move and go over responsibilities and procedures.
- Distribute labels, cartons and packing material supplied by the moving company to each employee so that they can begin packing nonessential items.
- Review the schedule and new office layout with the moving company.

One week prior to the move:

- Label all furniture and items to be moved.
- Continue employee packing of work areas.

Move Day:

- Walk through both the old location and new location with moving personnel to make sure all items have been moved and that there is no damage.

Day after the Move:

- Meet with moving personnel for “fine tuning,” i.e., adjustments to furniture and wall hangings.
- As employees unpack their work area items, place empty cartons in a central location for removal by the moving company.