

## **MOVE CHECKLIST**

### **Project Management**

- Project Manager selected
- Project Team established
- Kick-off meeting held with all involved parties
  - Master Schedule
  - Budget
  - Contact List
- Coordination done with property management at old and new locations
  - Move requirements
  - Pre-move walkthroughs, old and new locations
  - Post-move walkthroughs, old and new location

### **Furniture**

- Space plan and design details finalized
- Existing furniture inventoried for re-use or disposal
- New furniture ordered
- Furniture delivery and installation dates scheduled
- Furniture disposal scheduled
- Permits obtained and inspections scheduled as necessary for occupancy

### **Technology**

- IT requirements designed/identified
- Existing equipment inventoried for re-use or disposal
- New equipment ordered
- Location assignments verified and approved
- Delivery/install dates verified and coordinated with construction and furniture schedules
- Phone, cable and internet service ordered
- Pre-move cabling and testing scheduled
- IT scheduled to disconnect and reconnect computers/printers for move
- Permits obtained and inspections scheduled as necessary for occupancy
- Equipment moved and placed

## **Move**

- Moving services contracted and scheduled
- Purging days and shredding services scheduled
- Materials sent to archive or off-site storage before move date
- Packing/instructional meetings scheduled and conducted with employees
- Loading docks scheduled, insurance certificates provided

## **Support Services**

- Copier service company scheduled to move copiers
- Vending/food services scheduled to remove from old location and install at new location
- Utility companies notified
- Employee communication meetings scheduled, relocation info and updates posted on intranet
- Post Office and delivery services stopped at old location and started at new location
- Office supply and other vendors notified
- Promotional materials and websites updated with new address/contact information

## **Security**

- Security system scheduled for move and re-installation

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