

Task #	Done	Task Name	Task Owner
		<b>Your Office Move</b>	
		<b>Getting Started</b>	
1		Decide on space and finalize lease	
2		Create layout and space plan	
3		Create budget for relocation	
		<b>Move Champions</b>	
4		Appoint Move Champions	
5		Interview Move Champions for needs	
6		Refine space planning based on Move Champions input	
7		Space inspection by Move Champions	
8		Select the move day or range of dates	
		<b>Construction</b>	
9		Architect/engineer issues construction drawings	
10		Send construction drawings to contractors for bidding	
11		Obtain necessary permits	
12		Review lease at old space to see what reinstatement measures need to be taken	
		<b>Telecomm</b>	
13		Evaluate phone system needs and make decision on purchasing a new phone system	
14		Identify all inbound customer facing lines	
		Main Number(s))	
		Fax Number(s))	
15		Create a spreadsheet of each user and their direct line and direct fax number	
16		Order internet and phone service	
17		Create a spreadsheet with new phone and fax numbers, if applicable	
		<b>Furniture</b>	
18		Create list of furniture that needs to be purchased and place order	
19		Create list of furniture that's moving and confirm there's a place for it at the new office	
20		Find a home for surplus furniture	
21		Add seating assignments to space plan	
22		Order new pedestal keys, if needed	
		<b>Movers</b>	
23		Obtain estimates from moving companies and hire movers	

24		Ask moving company to deliver moving boxes, labels & data bags	
25		Put labels on furniture and equipment with destination room number	
26		Reserve elevators at buildings	
27		Confirm vendors have Certificate of Insurance on file with building	
28		Print and post new office space maps for movers and put signs on office doors and cubicles	
29		Put furniture layout of individual offices on each office door	
	<b>Information Technology</b>		
30		Decide on security system at new location	
31		Determine office equipment to move	
32		Determine new equipment needed and place order	
33		Identify leased equipment and notify lessors of move	
34		Determine server room layout	
35		Create move weekend server room plan with tasks assigned to individuals	
36		Schedule copier move	
	<b>Making the Transition</b>		
37		Order move announcements and send out	
38		Order new letterhead, envelopes, business cards	
39		Schedule signage to be removed by vendor	
40		Arrange services at new location	
		Plant service	
		Stock kitchen at new location	
		Shredding service	
		Stock paper at new location	
		Server maintenance contracts	
41		File mail forwarding from old location with USPS	
	<b>Employees</b>		
42		Email "move communication" to all employees to announce the move	
43		PURGE DAY	
		Ask employees to clean out space	
		Ask IT to clean out server room	
		Schedule delivery of trash bins and ask janitors to empty	
44		Send "How to Pack" email to employees or hold a packing meeting	
45		Create a Welcome Packet to orient employees to the new space	
	<b>Move Week</b>		
46		Publish Move Weekend schedule and email to those helping directly with the move	
47		Create an hour-by-hour logistical schedule for the week - confirm schedule with vendors and building management	

48		Get cell phone numbers for employees and vendors helping with the move	
	<b>Post-Move</b>		
49		Plan breakfast and/or lunch for employees on first day in new office	
50		Remove room numbers and labels from furniture and equipment	
51		Create a lost and found	
52		Create a list of fix-it items	
53		Update website with new office information	
54		Exchange old keys for new keys on Monday morning as employees come to work at new site	
55		Put up sign at old location saying you moved	
56		Work with building management in reinstating old space	
57		Schedule box pickup with movers	