



Company Move Checklist

Congratulations on your new location! Now that you have selected the new space for your business, planned the renovation and finalized the move-in date, there is still much work left to do. Use this checklist as a tool to help make your move go smoothly.

- Get change of address forms from the post office and inform your clients, suppliers and partners at least two months in advance of your move. Include the following parties in your notification list: Municipal services; Social Security; IRS; Banks, checking accounts; Security systems; Utilities (gas, water, electric); Subscription services including newspapers, magazines; Federations and professional organizations; On-site beverage dispensers; Plant watering and maintenance service; Cleaning Service; Equipment vendors including photocopy and printers.**
- Obtain telephone numbers for your new location including satellite, cable, T-1, DSL, phone and fax numbers. Ask your phone company to include a message at your old number with your new phone number for a minimum of 4-6 months after your move.**
- Place a conditional order for new stationery with your new address and contact information. Make sure your printer understands that this order is subject to confirmation of the new telephone number.**
- Update your website and social media with your new address, phone numbers and directions to your new location.**
- Review your maintenance agreements and insurance policies with all business equipment such as copiers, appliances, and furniture to insure that coverage remains consistent during and after the move. Often, failure to notify these companies of your upcoming move can render an agreement null and void.**
- Review move details with your moving company. Consider the schedule and determine whether the move will occur on a weekend or after hours to avoid interruption of your business. Decide what has to be moved and what will remain behind.**
- Clarify who is to do the packing: you (your employees), your mover, or in what combination.**
- Determine the number and size of carton you need for each office or employee. Your mover can help you with this.**
- There are various ways to label your boxes to ensure accurate delivery and placement. You can either color code the floor plan and then color code all of the office furniture and office equipment to indicate where each item will go. Or, you can number all moving boxes, furniture and equipment. Then, number each room using a system similar to hotels (with all first floor rooms beginning in number one, etc.). Don't forget to place numbers on each of the doors for every room at the new location.**
- Will you be moving company archives? External archive storage may be a viable solution. It can not only save space, but it may save you money as well. Your mover may be able to refer you to several reliable storage companies.**

- Communicate expectations regarding the move to employees in writing and in meetings in advance so they know exactly what is required of them. For example, be specific about packing requirements including removing desk items, packing books and files, how to label boxes, etc. Delegate and clarify any additional tasks and assignments.**
- Make sure all employees know when and where to report to their new workstations.**
- Who will disassemble and reassemble the furniture? This can be done by your own employees, but it can also be done by your mover.**
- Determine which equipment and furniture you will keep and then create a plan to sell or donate the remaining items.**
- Make sure your IT group makes sufficient back-ups of all company data and prepares all equipment in advance of your move. If you lease equipment, you may need written permission from the leasing company. Review this information with your moving company to determine if there are special requirements for moving IT equipment.**
- Establish a plan for reconnecting your IT infrastructure at your new location with your IT department or external IT vendor.**
- Prepare to remove and reinstall your present security systems at your new site, or research new systems.**
- Check elevators and doors at the old and new locations for ease of egress and entry.**
- Check with building management regarding requirements for floor protection and elevator schedules.**
- Set up cell phone communication between the old and new locations on moving day.**

Compliments of Hercules Movers.

We sincerely hope this checklist is helpful. Please contact owner John Kane of Hercules Movers at 610-647-7032 for more information or a free estimate.