Office Relocation Checklist

Physical Planning
- ☐ Obtain a floor plan of your current office layout
- ☐ Obtain a floor plan of your new office location
- ☐ Create a proposed furniture orientation / office layout
- ☐ Determine location of shared office equipment (i.e. fax machines)
- ☐ Obtain bids for any work that is required based on current plans
- ☐ Begin compiling costs for move budget – hire mover.
- ☐ Evaluate new location to determine if there are any special limitations for movers
- ☐ Assign each new office space and common area with an identification number

Teams
- ☐ Identify co-workers to be team members on project team
- ☐ Have a back up team member for any one that may not be available
- ☐ Review all layout plans and jack locations for all equipment with team leaders
- ☐ Create an outline for each team member and vendor as needed

Labeling For Move Day
- ☐ All items to be moved should be labeled with the identification number assigned to the new space Color code labels for items belonging in network rooms or other common areas. Each color should correspond to a unique common space in the new location. At the new location the color should be clearly present on the door or wall space next to the door for easier unpacking.
- ☐ Place each color on the building layout diagram you have created
- ☐ Ensure all team members are familiar with coding system
- ☐ Work with your mover to establish labeling and color coding scheme

Equipment
- ☐ Determine what moves and what should be sold or donated
- ☐ Identify any new equipment that may be required
- ☐ Have a physical backup (bootable media) for all servers
- ☐ Have spare cables and other parts on hand
- ☐ You should not transport the backup media in the moving truck. Carry that by hand and if possible have two copies in two separate locations.

Meetings and Communication
- ☐ Create a contact list for move day and include all key personnel, vendors, etc. on this sheet. Provide copies of this contact list to all team leads.
- ☐ Local staff contact person should be identified and on-site for deliveries or vendor access to new location
- ☐ Create a phone number list of all of the numbers being moved. Use this list to test calls come in to the correct locations in addition to making sure calls can go out.
- ☐ Have a team meeting and confirm time lines are being met and roles and responsibilities are understood. Ensure everyone knows who to call if there is a problem.
- ☐ Update all important information with office security systems and providers.
- ☐ Have users back up all of their files to the network or to disks before the move.