

Office Moving Checklist

A business office moving checklist covering IT, vendors, staff communication and downtime.

3 Months Before

- ☐ Confirm the new lease, move-in date and building access rules
- ☐ Appoint a move lead and assign section owners
- ☐ Set the moving budget and get quotes from commercial movers
- ☐ Create a floor plan with desk, meeting-room and server locations
- ☐ Order internet and phone circuits for the new site
 - Circuit installation can take 30-90 days

1 Month Before

- ☐ Notify staff of the move date, new address and parking details
- ☐ Order new furniture and signage with delivery before move day
- ☐ Plan the IT migration: servers, network, printers and workstations
- ☐ Update the address on your website, Google Business Profile and stationery
- ☐ Notify clients, vendors and service providers of the new address

2 Weeks Before

- ☐ Label and number every desk, box and piece of equipment
- ☐ Confirm move-day logistics with movers, building and security
- ☐ Arrange disposal or donation of old furniture and e-waste
- ☐ Back up all servers and critical data
- ☐ Distribute packing materials and personal-item guidelines to staff

Moving Weekend

- ☐ Power down and disconnect IT equipment safely
- ☐ Supervise loading and confirm the inventory
- ☐ Set up and test the network, servers, phones and printers
- ☐ Verify internet and Wi-Fi work at every workstation
- ☐ Place furniture and equipment per the floor plan

After the Move

- ☐ Walk the new office to confirm everything works on day one
- ☐ Update emergency exits, evacuation plans and first-aid stations
- ☐ Collect feedback and fix outstanding IT or facilities issues
- ☐ Return access cards and keys for the old office
- ☐ Confirm the old space is cleaned and the lease is closed out