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