

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