



# BEFORE YOU MOVE IN CHECKLIST

## WORKING WITH YOUR NEW BUILDING/ LANDLORD

- Seek approval for future move in date from building and/or landlord
- Book elevators/ freight entrance access and procure any parking permits in advance
- Confirm freight entrance height/specs to foresee any issues with your moving company
- Undertake a condition report for the property so any problems of presentation are identified at handover
- Gather all proper Certificate of Insurance information for vendors

## YOUR EMPLOYEES

- Have all employees aware of move in process and date ahead of time
- Send instructions to your staff on how to pack and label their office and desk contents
- Plan and communicate to staff re the collection of all employee passes/keys/building access
- New Employee seating/office plan communicated to All Staff

## PROFESSIONAL MOVERS

- Walk through existing and new space with potential moving companies: A walk-through at your current space will allow movers to estimate firsthand the number of trucks, supplies and movers needed for the job
- When hiring moving company, we recommend quoting at least three companies and request references
- Assign an internal employee 'Move Team' who will be the liaison with the Moving company, they will also assist employees with any questions re your office move
- Work in conjunction with your Mover to ensure a smooth move. In the days prior to the move, have your Moving company visit your existing space to discuss logistics and the 'Move In Day' plan with your internal 'Move Team'

## YOUR CURRENT SPACE

- Take stock of all of your office contents including furniture and equipment. Then determine an appropriate plan for each based on their usefulness and how suitable they are for your new space. By conducting a purge of old files, furniture and other items, you will keep your moving cost lower by moving less
- Plan to disconnect all technical equipment and label cables as you go. Your office movers should provide further instruction on how to properly disconnect and transport your tech equipment
- Have your office manager arrange the cancellation of any independent cleaning services, deliveries or subscriptions
- Notify appropriate people to update your business address and contact details, this includes your website, Online profiles, business cards, and stationery as well as contacting service providers and business partners



# MOVE IN DAY CHECKLIST

- MOVERS ARE PREPARED**  
Confirmed meeting times and instructions
- KEYS & PASSES RETURNED**  
Employee list ready confirming all returned passes to assigned team member (office admin/ receptionist)
- INTERNAL MOVING TEAM**  
Schedule to arrive before the movers to turn on the lights and clear any entryways
- IT/ TECH COMPANY**  
Confirmed to arrive to set up all electrical, wiring and IT connections including phone and Internet
- FORMER SPACE WALK THROUGH**  
Former workspace checked for any moving damages and left behind items
- PHOTOGRAPH FORMER SPACE**  
To confirm the condition the workspace was vacated in, we recommend documenting as much as possible for your former landlord
- EMPLOYEES NOTIFIED**  
Internal email to all employees with clear instructions on unpacking process, map of new space, and any special instructions
- OFFICE LAYOUT**  
Internal moving team to have printed copies of plans/layouts and any other important instructions to ensure moving company is on track
- NEW SPACE WALK THROUGH**  
Condition of new space is in condition which was agreed upon with landlord and as per the contract