# Checklist for Business Move

Please note that the Technology functional area has some items that are shaded, these are areas that are outside the scope of my expertise and should be assigned to a third-party, as we discussed. Within this list are dependencies; those have not been addressed herein, but would be addressed within the project management tool.

### Overall Project Management

|  |  |
| --- | --- |
|  | Weekly project assignation |
|  | Weekly heads-up call (all stakeholders on phone to review project process and address any areas of concern) |
|  | Status reports and maintenance of shared project tool (i.e. Trello) |
|  | Day-of move management |

### Communications

|  |  |
| --- | --- |
|  | Communicate move date to vendors and suppliers |
|  | Update account information with bank |
|  | Design and order new collateral materials (brochures, letterhead, stationery, business cards, etc.) |
|  | Insert “We’re Moving” slips to any AP / AR transactions sent via postal mail |
|  | Add “We’re Moving” signature line to all email accounts |
|  | Message development / communication to stakeholders (such as via newsletter or email list) |
|  | Update homepage with announcement; update footer etc. on website |
|  | Update address with Google and other location services |
|  | Develop / produce signage for new space |
|  | Update any electronic stationery |
|  | Notify post office of change of address |

### Operations

|  |  |
| --- | --- |
|  | Create or obtain floor plans for both old space and new space |
|  | Get mover quotes and contract with movers (they may need to do walkthroughs at spaces before giving quote) |
|  | Communicate packing and labeling guidelines (should be provided by movers) |
|  | Color code workspaces on old and new floor spaces |
|  | Determine access requirements for new space; coordinate keys or key cards for employees |
|  | Confirm with current location what move out responsibilities are |
|  | Complete inventory of furniture / fixtures at current location |
|  | Determine gaps between current inventory and to-be inventory |
|  | Create and complete list of packing responsibilities and packing schedule (i.e. things that can be packed in advance versus things needed till actual move date) |
|  | Assign packing duties to staff; monitor progress |
|  | Create purge plan and/or storage needs |
|  | Determine any pre-move in cleaning requirements and contract with cleaner(s) |
|  | Design new office layout |
|  | Determine top-tier furniture needs (if gaps exist) |
|  | Ensure new space has any personnel information that is needed for access |
|  | Determine if there are any parking restrictions for the new space; communicate to employees if so |

### Technology

|  |  |
| --- | --- |
|  | Confirm service provider and package pricing |
|  | Complete technology inventory (including cabling etc.) |
|  | Arrange with telecom provider to complete walkthrough at new space so labels can match up to phone numbers / faxes |
|  | Develop technology plan / network schematic |
|  | Coordinate technology plan with operations plan needs |
|  | Create networking / technology installation calendar |
|  | Coordinate networking and technology installation with new location building management |
|  | Create list of needed technology equipment and obtain prior to move schedule |

# Additional Notes:

Moving company responsibilities should include:

* full service office move transportation and delivery
* business furniture shipping and installation
* provide packing materials (and removal) *they should probably have color coded stickers etc. for you to use*
* pre-move on-site planning assistance
* protective wall and floor materials
* state of the art moving equipment
* computer moving

# Next Steps

If you would like to contract with YJC to perform any of these services, please go through this checklist and mark those that will be the responsibility of XXXXXX. YJC will then prepare a quote to provide services as listed on this checklist.