Office Relocation Checklist

One Year Before Moving

- ☐ Hire a Move Coordinator
- ☐ Select a Real Estate Broker
- ☐ Budget for the Property
- ☐ Choose a Property
- ☐ Design the Office Layout
- ☐ Budget for Internet and Cabling Installation
- ☐ Budget for Phone Line Installation
- ☐ Budget for Electrical Work
- ☐ Budget for Low-Voltage Wiring Work
- ☐ Analyze your Needs for Servers and Supporting HVAC Systems
- ☐ Budget for Wireless Access Point Mapping and Install
- ☐ Analyze your Internet Service Provider Options and Speeds
- ☐ Obtain the Proper Permits

Six Months Before Moving

- ☐ Schedule & Hire Movers
- ☐ Select Moving Insurance
- ☐ Update your Marketing Collateral
- ☐ Update your Website
- ☐ Update Physical Signage
- ☐ Update Search Engine Listings
- ☐ Update Social Media Information
- ☐ Order New Business Cards
- ☐ Order Furniture Systems, Desks, Chairs, and Office Supplies
- ☐ Schedule to Transfer or Upgrade Phone Systems
- ☐ Schedule to Transfer or Cancel and Set Up New Internet Service

One Month Before Moving

- ☐ Assign New or Transfer Old Phone Numbers
- ☐ Create Workspaces
- ☐ Install Furniture
- ☐ Set Up your New IT Infrastructure
- ☐ Install Phone Systems
- ☐ Thoroughly Test New Systems
- ☐ Create an Office Inventory
- ☐ Obtain Property Insurance for the New Space
- ☐ Communicate with Stakeholders
- ☐ Hire Coffee Services
- ☐ Hire Cleaning Services
- ☐ Notify the US Postal Service of Address Change
- ☐ Notify the Internal Revenue Service of Address Change

Day of the Move

- ☐ Host a Tour of the New Facility for Staff
- ☐ Communicate Security Procedures
- ☐ Refresh Staff on Phone System Setup
- ☐ Assist Staff in Connecting Personal Devices to Wi-Fi
- ☐ Avoid Scheduling Meetings and Extend Deadlines, if possible
- ☐ Troubleshoot Staff Issues

Summit Business Technologies
Office Move Technology Relocation Guide

SummitBizTech.com
1 (443) 795-5112
8223 Cloverleaf Dr, Ste 100 Millersville, MD 21108
OfficeMoves@SummitBizTech.com