



Firefighting's Finest
Moving & Storage

CORPORATE MOVING CHECKLIST

This **printable guide** will give your team an easy-to-follow checklist for successfully completing a **corporate move** to a **new office**.

Preparing for a business move to a new office location can be overwhelming and time consuming.

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To make your move run smoothly, we have created a general checklist to refer to during the corporate moving process to help you stay on task and smoothly transition office spaces.



CUSTOMER REVIEWS

4.8/5





1 YEAR BEFORE MOVING

- ☐ Choose an internal employee to be the main point of contact and organizer for the entire move.
- ☐ Choose department leads to work under the main point of contact to organize department moves. Meet regularly to discuss the progress of the move.
- ☐ Research moving companies in the area that have experience in corporate moves. Consider the level of certifications that the company has and how they vet their employees. Meet with their management to discuss the details of the move.
- ☐ Hire a moving company for your desired time frame.
- ☐ Order any new furniture or items that will go in the new location.

This is the time to assemble your moving game plan, assign employees to represent departments during the move, and designate an internal moving team leader to put in place the next steps.

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4 MONTHS BEFORE MOVING

- ☐ Order any machines or electronics to be added to the new location.
- ☐ Invite your moving company into your current building to discuss logistics and concerns for the move.
- ☐ Contact your phone and internet companies to arrange a process and time for the internet and phone transfers and installation.
- ☐ Create a moving instruction and orientation sheet for all employees to refer to before and during the move.

2 MONTHS BEFORE MOVING

- ☐ Label furniture to be moved with labels to representing a room in the new office.
- ☐ Review the new furniture layout with the moving team.
- ☐ Make prints of the new floor plan for all employees and moving staff.

1 MONTH BEFORE MOVING

- ☐ Order all boxes and moving materials.
- ☐ Prepare a grid for furniture placement.
- ☐ Complete packing in common areas of the office.

As the date of the move approaches, it's time to order any last-minute equipment and let your moving company take tours of your facilities. This is also the time to discuss setting up telephone and internet.

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2 WEEKS BEFORE MOVING

- ☐ Finalize all plans with the moving team.
- ☐ Provide a detailed moving schedule to all employees.
- ☐ Schedule the installation of furniture in the new location.

THE DAY BEFORE YOU MOVE

- ☐ Final run-through of what to move, and ensure employees are aware of the schedule.
- ☐ Make sure all employees have packed their belongings.
- ☐ Have all members of the internal moving team finalize department organization

1 WEEK BEFORE MOVING

- ☐ Make furniture is labeled with color-coded labels.
- ☐ Put up directional signs to guide staff through move.
- ☐ Photograph the old and new locations in case of damages.

THE DAY OF YOUR MOVE

- ☐ The mover places wall & floor protection in both buildings.
- ☐ Members of the move team delegate at both locations.
- ☐ Repurpose empty boxes and move extra items to storage.
- ☐ Do another walk-through and make a list of any damages.

Moving a corporate office can be a huge undertaking for internal staff. At Firefighting's Finest Moving & Storage, we can provide the ideal corporate moving experience and work with your moving team.

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