

6-18 MONTHS BEFORE MOVING DAY

- 1. Plan office relocation
- 2. Create a planning committee
- 3. Check office employee head count
- 4. Create a moving budget
- 5. Create a budget for the new office
- 6. Research movers
- 7. Determine moving insurance
- 8. Communicate internally
- 9. Conduct employee survey
- 10. Communicate externally
- 11. Assign responsibility among departments
- 12. Create an inventory list
- 13. Give notice to landlord

3-6 MONTHS BEFORE MOVING DAY

- 1. Choose a moving date
- 2. Triple check you're not breaking any lease agreement
- 3. Hire landscaping or interior design teams
- 4. Collect [moving boxes](#)
- 5. Collect [packing supplies](#)
- 6. Measure larger items to make sure they fit the new space
- 7. Figure out how much office equipment is needed
- 8. Figure out how much office furniture is needed
- 9. Donate, sell, or throw away equipment and furniture
- 10. Order new office equipment
- 11. Order new office furniture

2-3 MONTHS BEFORE MOVING DAY

- 1. Map out the new office space
- 2. Start, end, or transfer utilities
- 3. Consider utilizing a [storage unit](#)
- 4. Collaborate with legal team to update contracts
- 5. Consider business insurance policy
- 6. Coordinate with Information Technology
- 7. Talk with employees again to avoid confusion

1-2 MONTHS BEFORE MOVING DAY

- 1. Start packing your non-essential items
- 2. Order new keys and badges
- 3. Start packing your essential belongings
- 4. Backup files
- 5. Make sure to request reservations if you share a building
- 6. Have employees pack their personal belongings

2 WEEKS TO 1 MONTH BEFORE MOVING DAY

- 1. Notify post office and bank
- 2. Reconfirm moving time and date with movers
- 3. Walk through the new place before moving in

DAY BEFORE MOVING DAY

- 1. Return all keys, badges, and codes
- 2. Finish packing

MOVING DAY

- 1. Meet movers at both locations
- 2. Bring moving day refreshments and food if needed
- 3. Walk through your old place before leaving
- 4. Pay and tip movers

AFTER MOVING DAY

- 1. Arrange phone installation
- 2. Test technology
- 3. Clean your old place and take pictures for damages
- 4. Unpack everything
- 5. Have a walkout inspection with your landlord
- 6. Celebrate!

BONUS MOVING TIPS

- Don't wait until the last minute to get everything done
- Don't exclude staff or employees from the moving process
- Move non-essential items on your own prior to moving day to save time and money
- Make sure to involve staff and employees in the process
- Create a realistic timeline and stick with it

You should consider hiring Moving Help:

- [Loading and unloading](#)
- [Packing and unpacking](#)
- [Piano moving](#)
- [Gun safe moving](#)
- [Cleaning](#)
- [U-Box services](#)

Moving Help will make sure your moving experience goes smoothly and less stressful. Additionally, we offer [Safeload coverage](#), which is our moving insurance.