

# MOVING CHECKLIST

## IMPORTANT CONSIDERATIONS

### Preparation

Days before move

- |  |                          |   |    |
|--|--------------------------|---|----|
| 1. Be sure that the new location is ready.( e.g. elevator service, contractors finished) | <input type="checkbox"/> | Contact and make appointments.  | 90 |
| 2. Obtain parking permits, if necessary.   | <input type="checkbox"/> | Review proposals and check references.                                  | 60 |
| 3. Prepare scale drawing for new office layout.  | <input type="checkbox"/> | Decide in moving company, sign contract.                                | 60 |
| 4. Start packing early, clearly label furniture and boxes.                               | <input type="checkbox"/> | Have management meeting with moving company salesperson.                | 30 |
| 5. Assign one person to supervise the moving company the day of the move.                | <input type="checkbox"/> | Contact both building managers to reserve elevators, dock access, etc.. | 30 |

### Choosing a vendor

- |   |                          |  |    |
|---|--------------------------|--|----|
| 1. Contact companies 90 days prior to the move.                                     | <input type="checkbox"/> | Get parking permits.   | 30 |
| 2. Look for companies with reliable, trained help. Ask who will supervise the move. | <input type="checkbox"/> | Send moving agenda to all employees.                                   | 10 |
| 3. Check references.  | <input type="checkbox"/> | Complete all packing and labeling.                                     | 2  |
| 4. Ask for a detailed explanation of insurance coverage and claims procedures.      | <input type="checkbox"/> | Visit new location, label areas.                                       | 2  |
| 5. Ask the salesperson for a personal resume and business references.               | <input type="checkbox"/> | Arrange to have moving salesperson visit your office and the new site. | 2  |