



OFFICE RELOCATION CHECKLIST



1 BEFORE PLANNING

- ☐ Confirm moving date
- ☐ Assign move coordinator
- ☐ Set moving budget
- ☐ Choose moving company
- ☐ Book moving assessment
- ☐ Inform management

2 6–8 WEEKS BEFORE

- ☐ Create moving timeline
- ☐ Inform employees
- ☐ Confirm lease dates
- ☐ Plan new office layout
- ☐ Back up business data
- ☐ Create equipment inventory

3 4–6 WEEKS BEFORE

- ☐ Order packing materials
- ☐ Start packing non-essentials
- ☐ Label departments & desks
- ☐ Notify suppliers
- ☐ Update business address
- ☐ Confirm moving logistics

4 2–3 WEEKS BEFORE

- ☐ Secure confidential files
- ☐ Confirm staff schedules
- ☐ Dispose of unused items
- ☐ Finalise seating plan
- ☐ Confirm building access

5 1 WEEK BEFORE

- ☐ Finish packing
- ☐ Label priority boxes
- ☐ Final data backup
- ☐ Confirm moving details
- ☐ Prepare staff duties
- ☐ Arrange keys & access

6 MOVING DAY

- ☐ Final office walkthrough
- ☐ Confirm equipment loading
- ☐ Secure valuables
- ☐ Coordinate department setup
- ☐ Monitor unloading

7 AFTER THE MOVE

- ☐ Check for damages
- ☐ Test IT systems
- ☐ Unpack priority items
- ☐ Update online address
- ☐ Notify customers
- ☐ Final office inspection

