Your Office Moving Checklist

BMG Business Moving Group

Phase 1: Pre-Move Planning & Strategy

Establishing the timeline and organizational structure for the relocation.

[ ] Appoint Move Coordinator: Select a dedicated internal lead to manage vendor communications and employee updates.

[ ] Finalize New Floor Plan: Confirm the architectural layout of the new space, including workstation placements and common areas.

[ ] Establish Budget: Detail all anticipated costs, including movers, IT migration, new furniture, and facility restoration.

[ ] Vendor Selection: Contract with professional movers, IT specialists, and installers early to secure preferred dates.

[ ] Employee Communication: Distribute a move timeline and clear instructions regarding personal items and desk preparation.

Phase 2: Inventory & Asset Management

Categorizing assets to streamline the physical move.

[ ] Comprehensive Asset Audit: Categorize every item as relocate, store, liquidate, recycle, or dispose.

[ ] Furniture Inventory: Identify specific brands and conditions of modular systems and seating for proper handling.

[ ] Purge & Shred: Conduct an audit of physical files; shred outdated documents and dispose of non-essential items to reduce move volume.

[ ] Storage Planning: Identify surplus assets to be moved into a secure, climate-controlled warehouse.

Phase 3: IT & Infrastructure Preparation

Ensuring technical continuity and data security during the transition.

[ ] Internet & Phone Circuits: Confirm activation of internet and phone lines at the new facility at least 60 days in advance.

[ ] Server Migration Plan: Coordinate the technical de-installation, transport, and re-installation of server racks and UPS units.

[ ] Data Security: Securely transport or wipe all sensitive data storage media following corporate compliance standards.

[ ] Workstation Tech Prep: Audit power and data port requirements for every desk on the new floor plan.

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Phase 4: Packing & Labeling Protocol

Utilizing a structured system to ensure items land in the correct location.

[ ] Color-Coded Labeling: Assign unique colors or codes to departments and individual desks matching the new floor plan.

[ ] Packing Materials Distribution: Provide employees with specialized crates, bubble wrap, and labels for professional packing.

[ ] Sensitive Equipment Packing: Use professional anti-static packing for monitors, CPUs, and specialized peripherals.

[ ] Common Area Preparation: Pack and label breakrooms, supply closets, and reception areas separately.

Phase 5: Move Execution & Day One Support

Managing the transition and ensuring immediate operational capability.

[ ] Building Protection: Install masonite floor protection and corner guards at both the origin and destination facilities.

[ ] Technical Installation: Assemble workstations, level surfaces, and connect inter-panel power.

[ ] IT Re-Connection: Deploy IT support teams to assist employees with workstation setup and network connectivity on "Day One".

[ ] Facility Walkthrough: Conduct a final inspection of the old space to ensure it is in "broom-swept" condition for lease handover.

[ ] Credential Handover: Distribute new keys, security fobs, and parking passes to all staff members.

2 Weeks Before Your Move

- Review the progress of deliveries and confirm schedules with the respective vendors to ensure everything is on track.
- Establish schedules for specific move coordinators assigned to each location involved in the move.
- Distribute the schedules to the designated move coordinators for their reference and implementation.

Move Date

- Conduct a walkthrough of both the origin and destination spaces with each vendor to identify any existing damage to the facilities, ensuring a clear understanding of the starting condition.
- Assign personnel to their designated areas at both the origin and destination sites to provide guidance and address any questions regarding item placement.
- Take charge of managing any issues that may arise with vendors and suppliers during the move, ensuring effective communication and resolution.
- Attend the move walkthrough at the origin site to ensure that all labeled items are properly placed in their respective locations, verifying the successful completion of the move.

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