BOS | INSPIRING WORKSPACE FURNISHINGS

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MOVE CHECKLIST

YOUR GUIDE TO REMEMBERING EVERYTHING



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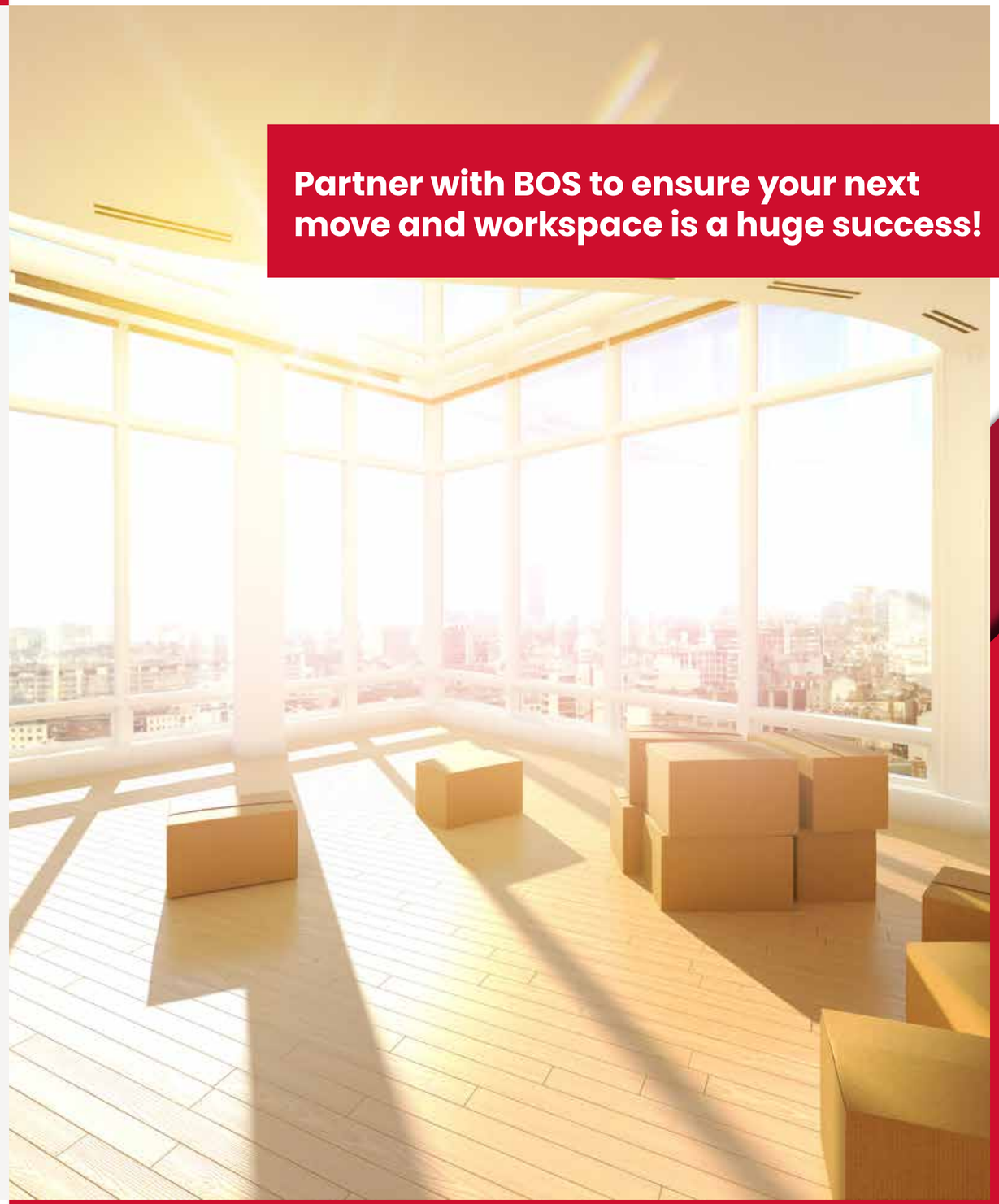
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MOVE SMART

Moving can be complicated.
Don't get caught off guard.
Know what needs to be done...
and when!

BOS has been helping clients design, create, source, install and move into inspiring workspaces since 1948. We've used our vast experience to put together this document in order to save you time, money and the stress that can often be associated with moving. We have broken down our checklist by time frame, but feel free to adjust based on your specific needs and schedule.





Partner with BOS to ensure your next move and workspace is a huge success!

TASKS - ONGOING

- [ ] Oversee construction schedule on a daily/weekly basis.
- [ ] Schedule regular move coordinator meetings. A consistent schedule will allow you to monitor execution of individual responsibilities.
- [ ] Attend all construction meetings, make sure vendors attend as well.
- [ ] Provide ongoing communication to stakeholders throughout the entire process. Organization and communication are the keys to meeting deadlines and moving on time.
- [ ] Communicate status updates and pertinent move details with employees when appropriate.
- [ ] Conduct a data-driven workplace assessment (employee surveys, utilization data, or occupancy analytics) to inform early planning decisions.



TASKS - SIX MONTHS OUT

- [ ] Choose a move leader and assign move team. (Move captains for each department, and specific people to handle the following tasks: floor space and office layout manager, office furniture and office equipment manager, electrical/telephone/computer manager, employee relocation manager, budget/finance manager.) Prepare your move strategy and develop documents to reflect the strategy.
- [ ] Develop a move phase schedule.
- [ ] Prepare a budget draft which encompasses all of the expected move-related costs.
- [ ] Select outside vendors (construction, cabling, electrical, furniture etc.). Work with them to set feasible move date.
- [ ] Delay printing business cards until your address is finalized. Update digital assets (website, email signatures, LinkedIn, social media, and digital business cards).
- [ ] Update and maintain all move-related documents and schedules.
- [ ] Wind down your stationery (letterhead, envelopes, mailing labels, etc.) supply and do not order any more than is necessary for the remainder of time you have at your current location.
- [ ] Set up system for tracking tax-deductible moving expenses.
- [ ] Confirm VOIP/cloud phone and network provisioning at new location.
- [ ] Have a discussion to explore opportunities to use the move as a way to enhance or re-establish your brand and/or workplace culture.
- [ ] Consult with a workplace specialist to determine overall furniture related budget.

TASKS - FIVE MONTHS OUT

- [ ] Select some employee “influencers” who can provide feedback on the space plan, and generally help incorporate new, more efficient business processes and office layouts.
- [ ] Complete a precise field measurement of the new space.
- [ ] Develop and finalize space plan for new facility.
- [ ] Determine the electrical code as per the city ordinances and plan accordingly for the systems furniture.
- [ ] Coordinate with the furniture vendor for delivery/move schedule and integrate with your relocation plan. If furniture is to be reused, this is the time to plan a schedule for cleaning, touch-ups or refinishing, if necessary.
- [ ] Coordinate bids that are issued to moving companies. Review bids and develop list of recommendations to consider.
- [ ] Make multiple copies of the space plan and distribute to all vendors involved in the job.
- [ ] Inventory and plan technology transition/move (desk top equipment, printers, displays, scanners etc.)
- [ ] Discuss and plan the move (or new installation, if applicable) of telephone system (main switch, voice mail etc.)
- [ ] Identify any new equipment requirements
- [ ] Coordinate placement of power and low voltage (floor cores, cable TV, wall heights of power/data boxes etc.)
- [ ] Develop digital space plan to ensure needs and opportunity are being addressed in new space (displays, technology, power/data accessibility etc.)
- [ ] Hybrid-work seating/space-utilization planning before finalizing space plan

TASKS - FIVE MONTHS OUT

- [ ] Finalize office furniture procurement.
- [ ] Tentatively identify any additional installation resources and procurement specifications, if necessary, for those additional resources.
- [ ] Determine what will be reused, donated, traded in, or disposed of. We can help evaluate existing furniture and identify the most cost-effective solution.
- [ ] Develop employee communications strategy and change management plan to engage employees throughout the move process.
- [ ] Keep employees informed of the new address, move date, parking, and commute details. Provide information about nearby amenities.
- [ ] Review furniture layouts using immersive 3D visualization before finalizing designs and installation.
- [ ] Develop a sustainable furniture disposition plan, including trade-in, donation, recycling, or resale opportunities.



TASKS - FOUR MONTHS OUT

- [ ] Finalize the systems furniture requirements with your movers to enable them to schedule the most time and cost effective re-installation of your current furniture.
- [ ] If necessary, provide moving information and schedule the freight elevator with your building management office. They will then reserve the elevator for your use, provide security or elevator operators for your move date and arrange for final cleaning of your office space once your company totally vacates the space.
- [ ] Confirm whether copiers are owned or leased, and coordinate relocation with your moving or leasing provider.
- [ ] Finalize designs and order signage for new building. Some companies choose this time to review logos, branding and vendors.
- [ ] Arrange for new signage on company cars, trucks, cartons, etc.
- [ ] Develop a wayfinding and signage plan for your new workspace, including interior and exterior signage



TASKS - THREE MONTHS OUT

- [ ] Ensure you've notified your current landlord of the pending move. Schedule a walk through with prior landlord to determine what needs to be done in the old space to limit any charge-backs against deposits.
- [ ] Contact your insurance agent to make sure furniture and equipment is covered during the move and at the new location.
- [ ] If off-site storage will be necessary, inform employees of the plan to label files and boxes that will be stored out of the office. Remember to check in your on-site or basement storage in your current building, if applicable.
- [ ] Contact local utility company to set up service at the new location.
- [ ] Track furniture orders and installation progress using a real-time project status portal.

TASKS - TWO MONTHS OUT

- [ ] Research the area surrounding the new location, and gather information on nearby public transportation access, parking options and costs, nearby banks, restaurants and services such as dry cleaners. Build a fact sheet with this information for employees.
- [ ] Engage a marketing program to inform your customers, vendors and associates of your new address and moving date. Consider developing print or email moving announcements aimed at vendors, customers and prospects and members of the media.
- [ ] Coordinate the post-move activities such as removal of boxes, walk-through with punch-lists for your contractor, etc.

TASKS - ONE MONTH OUT

- [ ] Contact local utility company to confirm service at the new location.
- [ ] Update your address across all print and digital assets, including your website, email signatures, digital business cards, and social media profiles.
- [ ] Contact all vendors who service your company (water deliveries, coffee deliveries, office supplies, etc.) and alert them of the move, and new location for deliveries.
- [ ] Conduct a company-wide cleanout by purging unnecessary files and scheduling additional recycling or disposal as needed.
- [ ] Develop list of all identified instances where addresses, logos and any other move related changes need to be communicated (website, Google, email signatures, social media accounts, marketing deliverables etc.).
- [ ] Appoint a fire prevention and safety supervisor or plan to execute an evacuation plan for your new facility. The site should have all extinguishers installed- if they aren't, make sure they are on their way!
- [ ] Update mailing subscriptions
- [ ] Provide a schedule regarding the shut down of the computer system, begin staging PC/ printer/monitor/keyboards for the move.
- [ ] Ensure that the United States Postal Services and any utility companies are aware of your move.
- [ ] Contact vending machine services, water, and coffee services to inform them of your new destination and set up new delivery schedules.



TASKS - ONE WEEK OUT

- [ ] Begin packing, with common areas (artwork, non-critical furniture) handled first.
- [ ] Distribute moving maps outlining new office areas by code distributed to employees so they can correctly mark their boxes.
- [ ] Host a company-wide meeting to outline moving plans/instructions, and distribute maps to the new facility, date and time of the move, and information on nearby services.
- [ ] Begin tagging your new locations, including color coding your destination location floor plan, tagging individual locations with furniture placement and distribution of additional tags or boxes, if necessary. Ensure that all tags and boxes are distributed for the move.
- [ ] Provide instructions to all your employees on how to pack and label equipment and boxes. Training employees will ensure that fewer items will be damaged or missing.
- [ ] Continue to review whether boxes and equipment are labelled properly. Time is money during a move and a mislabelled item can result in lost time!
- [ ] Produce and distribute new office keys or key cards to new building.
- [ ] Make special arrangements for receptionist to handle phone calls and take messages, via a cell phone, if necessary, while move takes place.
- [ ] Complete forms at post office to request that mail be forwarded.
- [ ] Keep your current landlord informed of your moving plans.
- [ ] Clean out refrigerators of old food, and clear out freezers.
- [ ] Finalize confirmations of every service or activity that needs to be done for moving day.
- [ ] Back up all computer files prior to move.
- [ ] Announce security protocols to protect company property and employee property during move and pass out security badges.

TASKS - MOVING DAY

- [ ] Moving day meeting with move leader and move captains before movers arrive.
- [ ] Make sure move-friendly supplies are available (markers, scissors, poster board, duct tape, extra keys to new office, pens and paper for last minute items, auxiliary or cell phones or two way radios, laptop computer for checking e-mail, extra extension cords or power strips, company checks or petty cash for any unforeseen expenses that arise).
- [ ] Set up management and critical departments first (set these priorities in advance and alert movers in advance).
- [ ] Company check book and petty cash available, as needed.
- [ ] Update phone, email auto-reply, and website banner with move status.
- [ ] Security detail to oversee computers and other data-gathering devices.
- [ ] Security guards on premises of new site, if necessary.
- [ ] Load Web site updates announcing the move and updating addresses.
- [ ] Place a “We’ve Moved” sign on your former location, giving the new address and telephone numbers.
- [ ] Changing your company’s new voice mail to reflect new info and welcome customers/ prospects to new location.

TASKS - AFTER MOVE

- [ ] Recycle empty boxes.
- [ ] Review/Resolution of any claims/invoices from move.
- [ ] Provide move-in communication citing any security, housekeeping or moving issues should be sent out to your employees at this point.
- [ ] Prepare press releases and promotional materials for distribution and don’t forget to let your customers and vendors know your new address!
- [ ] Recognize and publicize the move team’s effort with a big THANK YOU!!!



WE CAN HELP!

BOS is the Midwest's most experienced workspace team. Leverage our 360° in house services. We can help you at EVERY step of the process.

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WE OWN OUR RESULTS.



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- FURNITURE DISPOSITION
- ASSET MANAGEMENT
- WAREHOUSING
- TECHNOLOGY SERVICES
- DIGITAL MARKETING



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