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Your Workplace Move Checklist

Assure Your Relocation is on Budget and Painless



Preparing for the Move:

- Pick the definite move date. We suggest moving on a Friday afternoon to minimize the impact of the communications blackout. You will want to allow a minimum of 12 weeks to plan your move.
- Give notice in writing to your current landlord.
- Have a company-wide meeting to brainstorm everything that must be done.
- Craft a budget worksheet to plan all moving expenses.
- Notify your current vendors of your move (see list below) and send them and other competitive companies an RFP (requests for proposal) to plan, move, upgrade and install your new office equipment and furnishings. This is an excellent time to receive quotes from new vendors:
 - Moving companies
 - Phone system vendors and phone service companies
 - IT firms to plan and move the network
 - Internet providers
 - Cabling companies to map out voice and data lines
 - Electrical contractors
 - Copier or large-scale printer vendor
 - Security companies
 - Office furniture companies (purchase or rent)
 - Janitorial services

Questions you need to answer beforehand:

- Map out who will be sitting where (divvy up the offices).
- Make a list of furniture needed (desks, reception area, lunch room, etc.)
- Make a list of new workstations, phones, copiers, fax machines, and printers that will be needed.
- Determine what storage space you will need and decide if shelves or special built-ins will be necessary.

Technology + Phone Forethought

- Where will the server room be placed?
- Will the server room have proper ventilation?
- Does the server room have climate control?
- Where will the phone and cable lines run?
- Are these runs connected to a patch panel / punch down block in the future server room?
- Will additional electrical outlets be needed? How many and where?
- Will you be able to keep your current phone numbers?
- Do you have proper shelving or racks for your server and network equipment?
- Have you allotted proper shelving space to account for future network needs such as additional servers, firewalls, or other network equipment?

Informing Your Clients

- Update address and phone numbers on your web site
- Order new stationery and business cards
- Order new signage
- Change vehicle registration
- Revise advertising
- Send a “we’re moving” postcard to clientele

Inform the following vendors

- Post Office
- Bank
- Attorney, Accountant, Hr, Payroll Company, etc.
- Office Equipment Lease Vendors
- Internet Service Provider
- Phone Company
- Electric Company
- Merchant Account
- Credit Card Company
- Government Agencies, Including Updating Your Business License, City and State Officials, IRS
- Insurance Agent (update Insurance Policies if Applicable)
- IT
- Water, Coffee or Beverage Delivery
- Janitorial Services
- Exterminator
- Other Suppliers

The Final Steps to Execute Before the Move:

- Complete a total inventory
- Document network log-ins, user name/passwords to key web sites, IT names and numbers on paper- so you can contact them if/when the network is down and you can't look them up electronically.
- Complete a full backup of network
- Complete a full backup of your telephone system
- Document telephone extension, pooling groups, etc.
- Coordinate building and elevator access at new site for movers
- Attain any special moving/parking permits
- Determine building restrictions for move hours
- Schedule clean up of old office including removing trash, performing a final cleaning, and removing cabling or custom installs.
- Schedule a staff member to be available during the weekend of your move to help take care of any unforeseen issues.
- Get in touch with your new Internet service provider and have new lines set up and tested before you cancel old service.
- Schedule the old Internet service and phone service to be canceled or transferred after the move is complete to avoid outages.
- Order any new equipment you may need such as new computers, new servers, new routers, any new phones, etc.
- Test new office phones, computers, Internet connection, printers, security cameras and all electrical devices the day before everyone returns to work.

