

# RENTACRATE®

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## 99 Point Office Moving Checklist

	Assigned To	Due	Complete
<b>The Move</b>			
<b>8 Weeks Before the Move</b>			
<ul style="list-style-type: none"><li>Meet with all departments to go over the move process and identify the specific needs (if any) of each department.</li><li>Order updated stationary, business cards, signs, etc. with new office address and phone number.</li><li>Contact your insurance agent to discuss coverage during your move. Determine if insurance will be covered by you or by your mover and avoid unnecessary duplication.</li><li>Meet with your MIS Department to discuss special needs for moving IT equipment, including special requirements and packing for protecting computers, monitors and peripherals, and the policy for backing up all files and data prior to the move.</li><li>Work with space planners (<i>see #9 on the 10 Steps to Getting an Accurate Estimate</i>).</li><li>Determine if you will move over a weekend or after regular hours to avoid interruption of business.</li><li>Check doorways, corridors, elevators, stairwells and loading docks at both locations for ease of egress and entry. Confirm the weight the elevators can lift.</li><li>Schedule the refurbishing of existing furniture and equipment. Allow enough time for the refurbishments and its on-time delivery to the new facilities.</li><li>File change of address forms with post office for every person who receives mail in the office. The post office will forward your mail one (1) year.</li><li>Notify banks, clients, insurance, IRS, services, software vendors, subscriptions, etc. of new address and phone number. Allow 6-8 weeks for companies and subscriptions to update their records. Make a master list for follow-up.</li><li>Notify vendors of your new address and when their products will be accepted and received at new location.</li><li>Arrange for a listing on lobby directory of new building.</li><li>Schedule public relations effort, including plans for news releases, articles, "office-warming" parties, etc.</li></ul>			
<b>6 Weeks Before the Move</b>			
<ul style="list-style-type: none"><li>Issue RFP to movers and conduct a walk-through of your premises for the bids.</li><li>Finalize floor plans. Have building details and floor plans for both origin and destination for the meeting with who ever is bidding.</li><li>Find out if any licenses or permits are required at old or new facilities.</li><li>Determine if there are going to be any moves done before the main move, or if the move will be broken down into phases.</li><li>Arrange to sell or discard obsolete furniture and equipment. Find buyers, or donate to charity for tax deduction.</li><li>Develop contingency plan for computer malfunctions during and after the move.</li></ul>			
<b>5 Weeks Before the Move</b>			
<ul style="list-style-type: none"><li>Receive bids back from movers. Select/award job to mover, ensuring that references have been thoroughly checked, and any requested guarantees for equipment, anticipated man hours, change order processes, etc. have been received <i>in writing</i> prior to award.</li></ul>			
<b>4 Weeks Before the Move</b>			
<ul style="list-style-type: none"><li>Meet with your mover and/or move consultant to finalize the move schedule.</li><li>Form your team of Move Coordinators and make sure the movers assign and introduce their team of on site Supervisors, who will be the "go to" people during the move besides the Mover's Salesperson.</li><li>Finalize floor plan and assign label and placard colors with department numbers. Mover/move consultant will coordinate this if needed.</li></ul>			

- Prepare Move Communication Packets for your employees, providing the move schedule and "How To" literature for Purging and/or Shredding and packing. Your moving equipment vendor should be able to provide this type of literature to you as needed.
- Schedule and prepare an agenda for your "Employee Move Orientation Meeting."

Assigned To      Due      Complete

#### **4 Weeks Before the Move continued**

- Take inventory of and photograph all "high-value" items in your office and note any preexisting damage. Declare all high-value items to your mover in writing.
- Contact building management at your existing and new location to review policies and procedures for move-in day, including scheduling exclusive use of freight elevators and dock space.
- Reserve (in writing) loading dock and elevator as needed at the origin and destination.
- Verify if using your moving will void any warranties or service contracts of your equipment/furniture.
- Decide on security procedures for the move. Figure out how to confirm that everything removed from all locations arrived at the new location. Consider supplying identity badges to vendors, movers and your employees.
- Explain move to key executives.
- Check insurance costs from moving company.
- Get Certificates of Insurance from the mover's insurance company.
- Confirm delivery damage claims procedures.
- Arrange for the touch-up and repair of any items damaged in the move. Get advanced approval of repair service from the mover.
- Install locks at new facilities and make duplicate/master keys. Distribute keys to appropriate employees.
- Arrange for the distribution of parking passes/security cards, for the new facility. Maintain proper records for proper control and audit procedures.
- Transfer your insurance to the new location. Get Certificates of Insurance from your insurance company.
- Confirm that when you call your old telephone number, a recorded message or an operator gives out your new telephone number correctly.
- Arrange for the maintenance of the new facility. Establish housekeeping rules to prevent unwanted personal decorating.
- Schedule delivery of purge/shredding bins.

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#### **3 Weeks Before the Move**

- Conduct your Employee Move Orientation Meeting and assign the individuals to be on site during the move to answer questions and supervise the process.
- Distribute Move Communication Packets to your employees.
- Explain Purge/Shredding Process, distribute instructions, and identify location of bins throughout the office.
- Distribute list of contact names and telephone numbers of designated contacts who can be reached on the day of the move.
- Meet with your MIS Department to discuss updates on special needs for moving IT equipment. Rentacrate can also meet with your MIS Department to explain the Pack-N-Stack System for moving computers.
- Arrange loading dock/elevator reservations as appropriate at the origin and destination locations.
- Arrange with the building manager to have the air-conditioning/heat in operation during the move at both locations.

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#### **2 Weeks Before the Move**

- Schedule delivery of Purge/Shredding Bins for arrival two weeks before the move. Schedule delivery of Moving Crates/Containers and Moving Supplies for arrival two weeks before the move.
- Purge/Shredding Bins delivered. Start purging/shredding process, and communicate with your staff to encourage a successful purge process.
- Make list of employees who will not be present for the move and assign an individual to pack and label their work area.
- Assign individuals to pack and label common areas such as the kitchen, lounge, etc., and determine who will be packing common areas such as the library, supply room and break room. To save on costs, you can have employees pack these areas.
- Compile an emergency contact list for vendors such as elevator maintenance, building management, utilities, telecom, equipment vendor, and the moving company.

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- Make sure all employees know what to do, when and where to report to their new workstations when the new office opens for business.
- Arrange to feed your employees, if appropriate during the move or on delivery day, at new location.

Assigned To      Due      Complete

## 2 Weeks Before the Move continued

- Arrange for cleaning after move has been completed; all crates, bins, etc., should be removed as soon as possible.
- Reconfirm the termination of old leases and the return of security deposits.
- Review master list of address/change notifications to verify compliance.

## 1 Week Before the Move

- Moving crates (Rentacrates) /containers, dollies, labels, and moving supplies delivered and distributed.
- Provide Placards to your Mover or Move Consultant to post at the destination site.
- Confirm dock and elevator reservations at origin and destination locations.
- Contact building management to reconfirm dates and times.
- Conduct a Final Prep Meeting with Supervisory Team, Mover and Move Consultant. Review the move schedule and address any last minute needs.
- Confirm the schedule of individuals who will attend the move and their roles.
- Distribute two-way radios and/or cell phones as appropriate for use during the move.
- Distribute copies of floor plans to your move supervisors.
- Complete a thorough walk-through of your new office space and take inventory/pictures of exiting damage to walls, doorjambes and flooring.
- Have the plant vendor pick up plants at origin site.
- Label all furniture as to destination
- All keys to desks, file cabinets, etc. should be wire tagged and labeled and placed in a safe place. Tape keys to empty desks and file cabinets. Make **sure** you have duplicate/master keys.
- Collect parking passes, security cards and keys for the old facility. Use a checklist. Confirm the return of any deposits held by the landlord for these items.
- Review move with mover to assess "changes of scope" if any. If there are no changes, the final costs should reflect the estimate.
- Insure that all movers on site at either location will be easily identified by uniform or badge.

## Moving Day

- Confirm that Move Supervisors are at their assigned posts at origin and destination facilities.
- Monitor collection of Lost and Found items and identify where they should be delivered.
- Conduct a thorough and final walk-through of the origin site with your mover to ensure that all items have been moved.
- Assess completion of the move at the destination site and rearrange as necessary.
- Keep track of hours and number of movers you will be billed for.
- Install building protection (door jamb, wall & floor protection).
- Designate a "Lost & Found" room at destination location.
- Disconnect computers, fax machine(s) and printers for transport.
- Have building maintenance person disconnect icemakers, coffee machines, dishwashers etc.
- Conduct a thorough walkthrough of the destination site to insure all product is in proper locations.
- Note any damage (buildings or product) as a "partial list of damage" on bill of lading.
- Designate specific areas for movers to take breaks & lunch.
- Carefully inspect bill of lading for number of movers and trucks for the actual time taken. Your signature on this document usually confirms your acceptance of the numbers.
- Introduce your move supervisor to all the movers as the only "Go To" person for decisions.
- Inform movers that any delays (loss of elevator, inability to access dock etc) is reported to your supervisors immediately.
- Have building maintenance personnel reconnect icemakers, coffee machines, dishwashers etc at destination.

- Be fully aware of the mover's ability to complete the move on schedule. Any delay should be reported immediately to building management to allow the personnel changes if necessary.
- Identify mover's supervisors for "chain of command" communications.
- Have written confirmation of elevators and docks from each location to settle any disputes.

Assigned To      Due      Complete

**Post Move**

- Take inventory of any items damaged during the move.
- Assign a collection site for empty moving containers/crates.
- Encourage employees to unpack quickly and bring their empty cartons/crates to the assigned location.
- Plant vendor delivers plants to new site (one week after the move).
- Retrieve required items from short-term, off-site storage.
- Complete regular walk-through of office space to identify crates which still need to be unpacked or brought to collection site.
- Do a punch list.

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