# GREAT LITTLE MOVING COMPANY

## Office Relocation Checklist for Businesses
*Stay organized and stress-free with this step-by-step guide.*

**Relocating your office is an exciting step for any business—but it can also be complex. From coordinating IT and utilities to minimizing downtime, every detail matters.**

That's why we created the Office Relocation Checklist for Businesses: a step-by-step guide to keep your move organized and stress-free.

### 12–8 Weeks Before Moving

- [ ] Appoint a move coordinator or committee.
- [ ] Set a moving budget and timeline.
- [ ] Notify employees of the move and key dates.
- [ ] Research and book professional movers (get a quote from Great Little Moving Company).
- [ ] Review your new space: floor plan, facilities, parking.

### 2 Weeks Before

- [ ] Confirm all arrangements with movers.
- [ ] Label and color-code boxes by department.
- [ ] Distribute packing guidelines to employees.
- [ ] Notify clients, suppliers, and partners of your new address.
- [ ] Update your website, Google Business Profile, and social channels.

### 8–6 Weeks Before

- [ ] Notify service providers (internet, phone, utilities).
- [ ] Order new signage, business cards, and stationery with updated address.
- [ ] Schedule IT relocation (servers, data backup, phone systems).
- [ ] Create a detailed seating/department plan for the new office.
- [ ] Communicate moving instructions to staff.

### 1 Week Before

- [ ] Finalize IT transition plan and test backup systems.
- [ ] Pack common areas and shared supplies.
- [ ] Ensure new office utilities are active (internet, phone, HVAC).
- [ ] Assign team leaders to oversee move-day responsibilities.

### 6–4 Weeks Before

- [ ] Inventory office furniture and equipment. Decide what to keep, sell, donate, or recycle.
- [ ] Begin packing files, archives, and rarely used equipment.
- [ ] Arrange for secure disposal of old records and electronics.
- [ ] Schedule building access, elevator reservations, and loading dock use.

### Moving Day

- [ ] Have move coordinator check in with the movers.
- [ ] Provide staff with clear instructions and access badges/keys.
- [ ] Double-check old office: all items moved.
- [ ] Distribute floor plan to movers for easy setup.

### After the Move

- [ ] Test IT systems, phones, and internet immediately.
- [ ] Hold a staff walk-through to review layout and address issues.
- [ ] Update vendors, clients, and stakeholders one more time.
- [ ] Celebrate with your team—you've successfully relocated!

💡 **Pro Tip for Businesses:** Prepare a "first-day essentials box" with office must-haves—power strips, Wi-Fi router, key documents, and basic supplies like pens, scissors, and notepads—so your team can hit the ground running.

## Congrats on your move!

**Need help with the heavy lifting?**
*Contact Great Little Moving Company for a free moving quote.*

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