

MOVE PROJECT PLANNER

Office Move Checklist

Manage the physical move, technology cutover, people communications, and first-day readiness.

Tailor this planner to the site, lease, building rules, employee needs, equipment, insurance, and vendors. Confirm safety and accessibility requirements with qualified professionals.

COMPANY OR TEAM

MOVING FROM

MOVING TO

MOVE DATE

MOVE LEAD

BUILDING CONTACTS, ACCESS HOURS, AND MOVE RULES

CRITICAL CONSTRAINTS OR NO-DOWNTIME FUNCTIONS

BEFORE MOVE WEEK

Plan the cutover

Assign an owner and target date to every item.

**Confirm scope and budget**

List people, furniture, equipment, supplies, disposal, insurance, and contingency costs.

**Review site and building rules**

Confirm loading access, elevators, certificates of insurance, parking, and vendor hours.

**Create the floor and seating plan**

Include power, data, accessibility, meeting, storage, and shared-space needs.

**Inventory and label**

Decide what moves, stays, is donated, recycled, securely destroyed, or replaced.

**Schedule technology work**

Plan internet, phones, network, printers, access control, backups, and testing.

**Coordinate vendors**

Confirm movers, installers, cleaners, security, furniture, and waste handling.

**Communicate with employees**

Share timing, packing rules, commute/parking details, contacts, and first-day expectations.

**Prepare continuity coverage**

Set remote-work, call-routing, customer-support, mail, and meeting-room contingencies.

MOVE AND REOPEN

Verify the new office

Use a final walkthrough and first-week punch list.

**Protect data and equipment**

Confirm backups, chain of custody, secure transport, and approved disposal.

**Complete old-site walkthrough**

Photograph condition, return access items, remove confidential material, and document exceptions.

**Test the new site**

Verify network, phones, printers, meeting technology, lighting, HVAC contacts, and accessibility routes.

**Post safety information**

Confirm exits, assembly point, emergency contacts, first-aid supplies, and employee instructions.

**Welcome the team**

Provide access credentials, maps, policies, support contacts, and a way to report issues.

**Close the project**

Resolve damage/punch-list items, reconcile invoices, update inventories, and record lessons learned.

MOVE-DAY LOG AND POST-MOVE PUNCH LIST