

# Office Relocation Checklist

## Space Layout

- Conduct a site survey and facility review of your current location and your new location
- Create a detailed floor plan that identifies where work stations, equipment centers, offices, conference rooms, fixtures and the server room will be located
- If your new space is empty, hire an architect for new construction or build-outs.
- Create a move budget

## IT Inventory

- Conduct a complete assessment of all your IT assets
- Evaluate current cabling and wiring
- Designate where power outlets, phone jacks, and any other equipment will be set up

## Furniture Selection

- Decide which pieces of furniture you want to bring to your new location
- Consider any new furniture purchases and make sure to include that in your budget
- See if it's possible to sell off any used office furniture

## Phone Systems

- Decide whether you're going to relocate your existing phone system or order a new system all together
- Transfer existing phone numbers or be sure to order new ones from your phone company





## Choose Vendors

- Moving company
- Contractor
- Telephone company
- Network and security
- Janitorial



## Communication

- Internal
  - Be sure to inform employees of a timeline of when they can expect things to happen
    - Move and packing procedures
    - Updated telephone numbers
    - Official move date
    - Who to contact if they have questions
    - New building rules, entrances, etc.
- External
  - Establish a plan and timeline for how to announce your relocation to customers, vendors, suppliers, or any other important business partners
  - Come up with all the necessary marketing materials needed for the announcement:
    - Order new business cards or anything else with the address and phone number on it
    - Order new signage
    - Announce update on website (before and after)
    - Notify post office of new address

Is your organization planning a move anytime soon?  
Ask us how we can help make your move a smooth transition.



For consultation and moving services, contact us  
**410-987-5914** | [summitbiztech.com](http://summitbiztech.com)