



RELOCATION PLANNING CHECKLIST

Target Move Date- _____

The following timeline will act as a guide for planning your relocation:

Two Months Prior To Move Day-

- ___ Create itemized list of goods to be moved.
- ___ Meet with moving companies to do “ walkthrough” of origin and destination facilities.
- ___ Check contract with photocopier and other office equipment vendors.
- ___ Get photocopy of floor plans for origin and destination facilities.

One Month Prior To Move Day-

- ___ Meet with moving company representative to finalize move plan and schedule.
- ___ Create employee move package (with help of moving company).
- ___ Discuss insurance coverage with your carrier that is available during the move.
- ___ Create agenda for employee move orientation meeting.
- ___ Set up a *Purge Program* to discard of files and other office items not needed at new location.

Three Weeks Prior To Move Day-

- ___ Conduct employee move orientation meeting.
- ___ Identify special care items (i.e.- items of high value) with relocation consultant.
- ___ Schedule employees to be on site during the move.
- ___ Distribute employee move packages.
- ___ Schedule carton delivery and label delivery.
- ___ Create an employee numbering system.

Two Weeks Prior To Move Day-

- ___ Distribute moving labels.
- ___ Contact building management at origin and destination facilities to confirm reservations and/or any special building requirements.
- ___ Create “Lost and Found” area at new location.

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One Week Prior To Move Day-

- ___ Post signage at destination including floor plans, office layout diagrams and individual placards for cubicles.
- ___ Survey new facility for any existing damages to walls, door entrances etc...
- ___ Make a list of all cell phones and other communication devices needed during the move.
- ___ Confirm schedule of employees who will be on site during the move.
- ___ Conduct final coordination meeting with moving company.
- ___ Make individual copies of floor plans and distribute to those who will be on-site during the move.

Move Day-

- ___ Assign move coordinators at origin and destination facilities.
- ___ Complete final walk through with move supervisor at the origin facility to make sure all items have moved.
- ___ Check to see that all garbage/debris has been thrown away.

After The Move-

- ___ Manage inquiries from employees.
- ___ Survey items for potential damages.
- ___ Make list of items requiring specific attention.