

Office Moving Checklist: The Ultimate Step-by-Step Guide

Planning an office relocation? A successful office move requires detailed planning, clear communication, and timely execution. Whether you're upgrading to a larger space or transitioning to a hybrid setup, having a structured Office Moving Checklist helps eliminate stress, reduce downtime, and ensure your business operations resume seamlessly. Use this comprehensive guide to stay on track from planning to post-move setup.

Step 1 : 6–12 Months Before the Move

- ☐ **Set a moving date** to align with your lease timeline and business schedule.
- ☐ **Notify stakeholders** (employees, vendors, and management) early.
- ☐ **Create a moving budget** for movers, supplies, tech setup, and contingencies.
- ☐ **Research and hire a professional moving company** that specialises in office relocations.
- ☐ **Review your current lease terms** for exit conditions, penalties, and notice periods.
- ☐ **Consider insurance** for moving-day liabilities and asset protection.
- ☐ **Assess equipment and furniture**—what to move, sell, or replace
- ☐ **Assign a move coordinator** to manage communications and timelines.



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Step 2 : 2–3 Months Before the Move

- ☐ **Finalise the new office lease**—double-check move-in dates and clauses.
- ☐ **Confirm all moving company details** (arrival time, crew size, access needs).
- ☐ **Notify utility providers** (internet, power, gas, water, phone).
- ☐ **Order packing materials** like boxes, bubble wrap, and labels.
- ☐ **Develop a packing plan**—start with non-essentials, assign tasks by department
- ☐ **Inform employees of responsibilities**, including packing personal items.
- ☐ **Coordinate IT planning** for connectivity, server moves, and backups.
- ☐ **Host a team meeting** to align everyone and reduce confusion.
- ☐ **Check local permit requirements** for truck access or parking during the move

Step 3 : 1 Month Before the Move

- ☐ **Confirm final logistics** with the movers and building management
- ☐ **Begin packing and label everything clearly** (room, item type, priority)
- ☐ **Update your business address** with vendors, banks, and clients.
- ☐ **Finalise your new office layout** (desk setup, room assignments).



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- ☐ **Coordinate elevator bookings or parking** with building staff.
- ☐ **Take inventory** of equipment, furniture, and electronics.
- ☐ **Sell, donate, or recycle unwanted items.**
- ☐ **Book cleaning services** for both your current and new offices.
- ☐ **Backup all business-critical data.**
- ☐ **Arrange for secure disposal** of old hardware or sensitive documents.

Step 4 : Moving Day – Transition Phase

- ☐ **Confirm arrival times for movers, IT teams, and cleaners.**
- ☐ **Make sure every box is labeled correctly** for easy placement.
- ☐ **Supervise loading and unloading** to prevent confusion or damage.
- ☐ **Change locks and access codes** at the new office.
- ☐ **Distribute employee checklists** for personal items and tasks.
- ☐ **Do a final inventory check** to ensure nothing is left behind.



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Step 5 : Unpacking and Setup – Activation Phase

- ☐ **Set up IT systems** (Wi-Fi, servers, workstations, phones)
- ☐ **Stock and organise supplies** in designated areas.
- ☐ **Deep clean the new space** before arranging furniture and electronics.
- ☐ **Test all systems** to ensure smooth operations from day one.
- ☐ **Create an internal contact list** for departments and key personnel.
- ☐ **Announce the move** with a press release or email to clients and partners.
- ☐ **Update your website and team email signatures** with the new address.
- ☐ **Update business directories and listings** (Google Maps, Yelp, Bing, etc.).
- ☐ **Install new signage** both inside and outside the building.

Step 6 : Settling In – Culture & Continuity Phase

- ☐ **Conduct an employee orientation** covering new protocols, layout, and safety.
- ☐ **Host a guided office tour** (kitchen, meeting rooms, restrooms, exits).
- ☐ **Celebrate with an office-warming event** to boost morale and promote bonding.



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