



Empire Movers  
(212)-365-8367  
[office@goempiremovers.com](mailto:office@goempiremovers.com)  
[www.goempiremovers.com](http://www.goempiremovers.com)

## OFFICE MOVING CHECKLIST

### 5-10 MONTHS BEFORE THE MOVE

- ✓ Choose a person responsible for the moving process
- ✓ Set the budget
- ✓ Set the moving date
- ✓ Meeting with employees to notify of the future changes
- ✓ Identify co-workers to be team leaders in the moving process (PC team, Employees Team etc.)
- ✓ If remodeling is considered, ask your employees if they have special requirements
- ✓ Decide on layout of furniture and equipment in new location
- ✓ Check if there are office areas that should be improved
- ✓ Choose contractors

### 2-5 MONTHS BEFORE THE MOVE

- ✓ Research movers in your area. Check reviews and credentials
- ✓ Notify post office and arrange for forwarding of mail
- ✓ Notify the insurance company of the new address
- ✓ Order for new business cards, envelopes, letterheads + signs on door and building
- ✓ Hire office cleaning services
- ✓ Call your telephone company for installing new phones, fax, Internet etc.
- ✓ Evaluate server room needs
- ✓ Design office space
- ✓ Order equipment furniture
- ✓ Order desks and chairs

### 1-2 MONTHS BEFORE THE MOVE

- ✓ Inventory of current office items + dispose of clutter
- ✓ Assign office space
- ✓ Inform your current customers of upcoming move (provide map & directions if necessary)
- ✓ Update your website with information on new location (map +direction)
- ✓ Update financial records
- ✓ Have your client representatives prepare a message regarding the move when answering phone calls
- ✓ Order alarm system /closed circuit television, keys and access cards
- ✓ Order vending machines

### 1 MONTH BEFORE THE MOVE

- ✓ Order and distribute packing materials, markers, labels
- ✓ Provide clear packing & labeling instructions



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- ✓ Each person should pack his/her office
- ✓ Label drawers and boxes
- ✓ Distribute new keys and access cards
- ✓ Perform complete back up of computers, network, telephone systems
- ✓ Inspect the new building
- ✓ Identify any moving restrictions in the new location
- ✓ Arrange for elevator access
- ✓ Record a new message on your phone office that informs of the new location
- ✓ Prepare formal notices of the move to be sent to former clients, vendors and other you do business with
- ✓ Arrange for special trash pickup

#### MOVING DAY

- ✓ Post coded signs in the new office for the movers
- ✓ Protect main moving paths
- ✓ Move plants
- ✓ Set up a "Lost and Found"
- ✓ Clean out the old office

#### AFTER THE MOVE

- ✓ Collect old keys, cards
- ✓ Periodically visit the old office to check for mail
- ✓ Schedule a meeting with staff for phone and security training

Good luck with your move!

For further information, regarding NYC commercial moving services or storage, please call **(212)-365-8367** or email [office@goempiremovers.com](mailto:office@goempiremovers.com). Our team of professional movers will be happy to offer you their expertise and services.

For **Free Online Office Moving Estimates** please follow the link below:  
[http://www.goempiremovers.com/free\\_moving\\_estimate\\_new\\_york](http://www.goempiremovers.com/free_moving_estimate_new_york)