



Office Moving Checklist

(By Kevin Crofoot, VP of Corporate Sales)

PREPARE

- ❑ **Create and Office Moving Budget.** Often overlooked when discussing construction or build out for your new suite is an actual budget for moving. The physical move takes place at the very end of this stressful change and doing the move without the proper funds can leave your contents in poor condition.
- ❑ Create a Name and Number for each room or cubicle at destination. (KCS **Move Packets**)
- ❑ **Watch KCS Staff Move Meeting instructions on Youtube.**
https://www.youtube.com/watch?feature=player_embedded&v=R-K7kABft-s
- ❑ **Computer networks** need to be taken down and the new network set up, including new cable installation & testing, design, and maintenance. Test jacks prior to moving.
- ❑ **Use furniture layout guides** to associate final placement of furniture and equipment to electric and/or gas outlets, telephones and water supplies.
- ❑ **Create a move / transition team** and establish regular team meetings. At least one person from major departments, one IT member, one manager and one representative from each contributing vendor should attend these meeting.
- ❑ **Wait to order additional supplies** - Office Supplies- retain a sufficient amount to last through the move.

NOTIFY

- ❑ **Notify current and future landlord** of exact moving dates. Obtain copies of moving policies and certificate of insurance requirements and give copy to KCS Office Moving.
- ❑ **Communicate with employee's** change of location. Note conveniences at new location including gas stations, shopping, restaurants and places to exercise. Inform local establishments of their new client base and request coupons that can be added to the employee move packets.
- ❑ **Notify all customers and suppliers** in writing two weeks prior to moving, including the post office, and using the standard post office form.
- ❑ **Any relevant federal, state, county, and/or city agencies.**

ARRANGE

- ❑ **Arrange changes to letterhead**, envelopes, invoices, statements, and business cards at least two weeks prior to moving. This is also an excellent opportunity for revising or modernizing the designs of these pieces.
- ❑ **Contact appropriate companies for service of equipment** prior to move (copy machines, fax machines, computer systems, phone systems).
- ❑ Have subscriptions to newspapers, magazines, trade journals, and other **publications transferred to new address.**
- ❑ **Purchase any new equipment.** Sell or trade-in old equipment. Have new items delivered at new location BEFORE the move. Have old items picked-up the day before or the day after the move.
- ❑ **Review inventory** and all orders in process to ensure correct routing.
- ❑ Order or **create customized moving announcements** for distribution to clients, employees, vendors, etc. It is a good idea to order these 90 days ahead of the move and place them in all outgoing mail (invoices, sales material, vendor payments, etc). Also make sure to have your webmaster update your website to reflect the new data. usps.gov is a good sites to assist with this process.
- ❑ **Plan Unpacking Reception** – Cater Food after a Friday or Saturday move on Sunday to encourage employees to begin unpacking and tour the new facility.



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RESPONSIBILITIES

- **It is the responsibility of the client to provide at least one supervisor at each location** (origin and destination). It is also helpful to have one coordinator in charge of the entire move. This expedites the communication process and makes the move easier for everyone. Also, one coordinator should be designated to sign any necessary change orders and a coordinator must be on site at all times during the move process (including peripheral services like material deliveries, fine-tunes, EDR service, etc.).
- Make sure that all items to be moved are labeled and tagged for moving.
- Moving Coordinators will be responsible for **packing desk contents of employees absent on moving day**. Additionally, they should canvas their department for any items that need to be removed, such as pencil sharpeners, electric clocks, suggestion boxes, etc.
- **Prepare a move packet for each employee.** Items to include are a copy of the moving instructions, moving labels, IT related data, new parking assignments, keys or electronic access badges, seating layout of new area, site tour dates, new personal data (phone, fax, address, etc.) or other items needed to help them transition.



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