OFFICE MOVE CHECKLIST

Kastle and Able Moving & Storage have partnered to offer you a 10% discount on your move. Simply email **kdize@ablemoving.com** and mention promo code **KSAble2017**.

Preparing to move your office or business can be a challenge for anyone; the key to success is preparation. Break the complex process down into manageable parts or stages. Use this office move checklist as a guide to keep you organized and on track.

CATEGORY	PREPARATION TASKS	TARGET COMPLETION	TASK OWNER	TASK COMPLETE
1. Project Development and Space Selection	Move timeline and project schedule			
	Employee census and occupancy review			
	Site survey and facility review of current and proposed locations			
	Desired square footage needed at new location			
	Floor plan for new space that identifies work stations, equipment centers, offices, conference room needs, fixtures, and other support spaces			
	Architect for new construction, upgrades and/or buildouts			
	Office relocation budget			
2. Technology	IT infrastructure assessment of current and proposed locations			
	Inventory of all technology assets			
	Evaluation of current cabling and network via industry best practices			
	Evaluation of technology upgrades for potential project consolidation			
	Inventory of critical business and support applications			
	Evaluation of network downtime options versus redundant hardware and applications during cut over			
	Desktop relocation support strategy and resources			
	Evaluation of power, AC, ventilation, network and equipment positioning requirements			
3. Furniture Selection	Furniture selection criteria and specifications			
	Comprehensive furniture inventory			
	Evaluation of furniture options:			
	• Reuse existing furniture			
	• Repurpose existing furniture			
	• Purchase new furniture			
	• Purchase refurbished options			
	• Sell/decommission old furniture			

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4. Telecom	Evaluation of phone system: order new or relocate existing			
	Phone numbers: order new or transfer existing through carrier			
	Data services: order new or transfer existing (POTS, T-1, ISDN, DSL)			
5. Security	**Complete all of the below items - or simply contact Kastle!**			
	• Create a master employee roster and access levels			
	• List specialty areas that require restricted access			
	• List areas that require enhanced fire suppression			
	• Research monitoring services for employees and new facility			
	• Security system: select or transfer existing services			
	• Create a security plan for vacated space until turnover			
6. Move Prep	Select department move coordinators			
	Identify building restrictions for move hours			
	Schedule elevator access at origin and destination			
	Schedule parking and unloading at new site			
	Obtain any special moving and/or parking permits			
	IT staff onsite during the disconnect and reconnect of servers and data centers or consider outside support			
	Arrange to have sensitive items packed and moved			
	• Computers			
	• Telephone equipment			
	• Networking equipment and servers			
	Seating assignments at new location			
	Packing needs for employees			
	Common area packing requirements			
	Plan for protection of confidential information			
	Packing schedule: determine what can be packed in advance vs. last minute so your business can continue to operate as efficiently as possible with the least amount of interruption			
	Communicate packing/labeling guidelines — professional movers will provide custom packing instructions and labels			
	Packing supplies: ask your mover about crate rental vs. corrugated material — saves time, money and is better for the environment			
	Ensure boxes or containers are properly packed and labeled with office location or name, importance, and contents			
	Protection of floors, walls and elevators			