

# MOVING CHECKLIST

An office move can be stressful; Tenant Telecom Advisors are here to help.

Here is a list of tasks that must be completed before any business location move.

## CHECKLIST OVERVIEW

- TELECOM CHECKLIST
- PREPARE CURRENT LOCATION
- CHANGE OF ADDRESS
- INTERNAL STAFF
- MOVING NOTICES
- PREPARE NEW LOCATION
- MOVING DAY OLD LOCATION
- MOVING DAY NEW LOCATION
- AFTER THE MOVE

## TELECOM CHECKLIST

- Call service providers and determine the best price for your new internet, phone, and data plans
- Compare various service providers against each other to drive competitive price down lower
- Organize a time for the service provider to install the telecom service
- Project manage the installation appointment and set up time - no more waiting for the cable guy
- Find a cable installation company to wire the building
- Send moving notices to telephone company and internet service provider
- Set up wiring appointments and organize installation times around your schedule
- Find an it professional meeting your qualifications with top-notch service
- Coordinate the setup of servers, routers, and computers
- Port your phone numbers to the new telephone system

This part of the move is enough to absorb nearly all your time and energy before the move. The hours of phone conversations, schedule balancing, and intricacies of telecom can be the biggest headache of preparing a new office space. With Tenant Telecom Advisors, we take care of this entire checklist! Everything will be completed in the timeline you desire. Let us focus on telecom, you have enough to do.

## BEFORE THE MOVE

### CURRENT LOCATION

- Reserve elevators and loading docks for moving day
- Audit keys
- Inventory existing furniture
- Code furniture and equipment on a color-coded floor plan
- Order any new office furniture and equipment needed for the new space
- Consult with your insurance to see which moving expenses are covered

### CHANGE OF ADDRESS

- Create a master "change of address" list
- File "change of address" with post office to forward mail to your new address
- Order new stationery
- Arrange for listing on lobby directory of the new building
- Advise suppliers of new address: Water, coffee service, etc

### NEW LOCATION

- Arrange for post-move cleaning
- Obtain certificate of occupancy and other required permits or licenses
- Schedule public relations effort, news releases and "office warming party"
- Meeting for all moving parties: movers, telecom advisors, IT specialists, design, and construction

### INTERNAL STAFF

- Arrange staff to view the new office space a few weeks in advance of the move
- Organize a staff moving committee
- Schedule and prepare an agenda for your employee move orientation meeting
- Finalize the new seating plan and identify each location
- Schedule post-move training for security, fire, and safety procedures
- Schedule staff for unpacking
  - Stockroom / Storerooms / File rooms / Supplies
  - Remove tags from furniture

### MOVING NOTICES

- Notify present landlord of your termination date
- Advise staff of location and date of move
- Mail moving notices to:
  - Banks & Financial Services
  - Clients & Customers
  - Accounts Receivable & Payable
  - Insurance Companies
  - Prospects & Special Services
  - Newspaper & Magazine Subscriptions

## MOVING DAY

### OLD LOCATION

- Remove computer equipment, server, and phone system prior to movers' arrival
- Collect and return parking passes, security cards, and keys
- Create an emergency contact list for vendors
  - Elevator Maintenance
  - Building Management
  - Utilities
  - Telecommunications
  - Moving Company

### NEW LOCATION

- Decide on security procedures for the move
- Change locks/access codes on new premises
- Reinstall computer and phone services
- Do a detailed walk through of the premises and report any damage to the moving company

## AFTER THE MOVE

### FINAL CHECKS

- Transfer insurance to the new location
- Obtain certificates of insurance from your insurer
- Audit final invoices against contracts
- Confirm change of address locations
- Confirm termination of old leases
- Schedule press release and client announcement
- Complete and file all warranty information for new furniture and equipment
- Update fixed asset accounting system for any new furniture and equipment purchased
- Distribute new phone list and map showing locations of departments

You may not have all the vendors required for a move on your team, but not to worry; With our expertise, well established ground presence, and years of experience, we know all the top professionals in your area recommended to execute your office move more efficient.