

6-Step Office Relocation Timeline & Checklist

6-18 Months Before Moving

- ☐ Determine the scope of your move
 - ☐ Local, long-distance, or international?
 - ☐ Partial or full office relocation?
- ☐ Clarify the “why”
 - ☐ Relocating to get closer to your target clientele
 - ☐ Make room for your expanding business
 - ☐ Improve productivity
 - ☐ Downsizing based on post-pandemic hybrid and remote work styles
- ☐ Set your ideal (preliminary) move date
 - ☐ Avoid peak business times
 - ☐ Consider employee availability
- ☐ Review your current lease
 - ☐ Exit terms, notice requirements, and potential penalties for ending or breaking a lease
 - ☐ Notify building management of your intent to move per the lease agreement, usually 3 to 6 months before vacating
- ☐ Create your relocation budget
 - ☐ Rent and operating costs
 - ☐ Lease obligations and security deposits
 - ☐ Packing materials and supplies
 - ☐ IT and tech infrastructure and support
 - ☐ Build-out costs
 - ☐ Cost to hire a moving company or to rent your own moving trucks
- ☐ Finalize the new office lease and location

3-6 Months Before Moving

- ☐ Set your official move date
- ☐ Create a realistic moving timeline
 - ☐ Establish hard deadlines for moving-related tasks such as service shutdowns, packing, and ordering any new furniture and equipment
- ☐ Notify employees
 - ☐ Share move details, timelines, and potential work-related impacts
 - ☐ Assign a relocation project manager or team
- ☐ Notify key contacts

- ☐ Inform clients, customers, vendors, service providers, and partners of your upcoming move
- ☐ Set reminders of your move on your company website and across social media platforms
- ☐ Hire a moving company
 - ☐ Get quotes from several companies
 - ☐ Consider choosing a company with experience in office relocations
 - ☐ Ask about other moving services, logistical solutions, or other expert tips the moving team can provide for planning a move like yours

1-3 Months Before Moving

- ☐ Schedule a walk-through of your new office space
 - ☐ Take measurements
 - ☐ Design your new office layout
- ☐ Begin furniture and equipment planning
 - ☐ Determine what stays, goes, or needs to be purchased
- ☐ Create a full inventory for your move
 - ☐ Document all assets to be moved
 - ☐ List out items to donate, discard, or sell
- ☐ Order and label packing supplies
 - ☐ Boxes, labels, bubble wrap, tape, crates, etc.
 - ☐ Label and color-code moving boxes
- ☐ Arrange for IT services
 - ☐ Have a plan for disconnecting and reconnecting all IT services
 - ☐ Coordinate with the moving company on server and equipment handling

1 Month Before Moving

- ☐ Begin packing non-essential items
 - ☐ Seasonal items and decor, office supplies, etc.
- ☐ Update your business address
 - ☐ Update your website, business cards, Google My Business, digital listings, etc.
 - ☐ Notify financial institutions, the post office, vendors, etc.
- ☐ Confirm all moving logistics
 - ☐ Double check that everything is on track with your movers
 - ☐ Confirm dates, access times, loading dock reservations, point of contact, expected completion time, etc.
- ☐ Schedule any necessary services
 - ☐ Cleaning
 - ☐ Painting

- ☐ Repairs or renovations at the old or new location

1-2 Weeks Before Moving

- ☐ Pack business essentials
 - ☐ Computers, phones, daily-use supplies
- ☐ Distribute moving instructions to employees
 - ☐ Duties, times, personal desk packing protocols
- ☐ Backup important data
 - ☐ Archive and backup files to ensure redundancy and IT preparedness
- ☐ Set up new office access
 - ☐ Keys, badges, security codes, etc.
- ☐ Utility setup and verification
 - ☐ Confirm that internet, wifi, phone service, electricity, HVAC system, and water will be fully operational at your new office by your moving day

Moving Day

- ☐ Move all personal belongings
 - ☐ Employees should take home or move all personal belongings to the new location
- ☐ Coordinate with your movers
 - ☐ Have your moving project manager on site to direct the move and answer any questions the movers may have
- ☐ Final walk-through of the old location
 - ☐ Ensure everything is packed or removed
 - ☐ Confirm damage inspection and lease compliance items

Moving Offices? Call Meyer Inc Today!

Meyer Inc is a full-service office moving company helping businesses throughout [Connecticut](#), [Massachusetts](#), [Pennsylvania](#), [Delaware](#), [New Jersey](#), [New York](#), [Rhode Island](#), and [Maryland](#) with their office relocation needs.

We are also a member of the United Van Lines network of movers and can refer you to a reputable partner should you need assistance outside our service areas.

Whether your business is moving across town or several states, Meyer Inc can help ensure your move goes smoothly. [Contact us today](#) for all of your office relocation needs!