

Complete Warehouse Relocation Checklist

Pre-Move Planning

- ☐ **Set your ideal (preliminary) move date**
 - ☐ Avoid peak business times
 - ☐ Consider employee availability
- ☐ **Conduct a current site audit**
 - ☐ Identify what's working and what needs improvement
 - ☐ Document all inventory, equipment, racking systems, and specialized machinery
- ☐ **Perform a detailed walkthrough of the new facility**
 - ☐ Measure and document key building dimensions
 - ☐ Evaluate key features including docking bays, doorways, office areas, ceiling heights, HVAC, electrical, and internet infrastructure
 - ☐ Confirm your new layout, racking systems, and equipment will fit in your new space
- ☐ **Create a relocation budget**
 - ☐ Consider rent and operating costs, packing materials and supplies, IT and tech infrastructure, build-out costs, cost to hire a professional moving company

Share the Plan and Start Designing Your New Warehouse

- ☐ **Set your official move date**
 - ☐ It's important to lock in a firm moving day to guide all planning and communication going forward
- ☐ **Create a realistic moving timeline and plan**
 - ☐ Establish hard deadlines for moving-related tasks such as the final shipping day at the current facility, target go-live date at the new location, etc.
 - ☐ Consider a phased relocation plan, moving inventory first, then racking systems and equipment, and finally office furniture and supplies
 - ☐ Breaking down racking systems, machinery, and IT infrastructure takes time—and setting it all back up in the new location takes even longer, especially if layout changes are involved
- ☐ **Notify your employees**
 - ☐ Share move details, timelines, what to expect, and how they'll be involved in the move
 - ☐ Consider holding a kickoff meeting and providing regular updates through team meetings or newsletters
- ☐ **Notify key contacts and partners**

- ☐ Share your move details and new address with vendors, suppliers, freight carriers, and customers.
- ☐ Update your company's address with any relevant business directories and shipping platforms
- ☐ Plan to forward all company mail and future orders to the new address
- ☐ **Design your new warehouse layout**
 - ☐ Use your audits to guide smart decisions around racking placement, equipment flow, inventory zones, and employee workspaces
 - ☐ Perform a walkthrough with your safety manager or a third-party safety consultant to identify potential hazards and ensure full compliance with OSHA safety standards
 - ☐ Ensure your new facility is up to date with building codes and permits
 - ☐ Develop detailed layout maps and floor plans for the new warehouse
- ☐ **Inventory management**
 - ☐ Ensure a complete and updated inventory list and being systematically labeling inventory for the upcoming move
- ☐ **Hire a trusted warehouse moving company**
 - ☐ Partnering with an experienced partner—like Meyer—can make all the difference in keeping your move on schedule and your business running smoothly

Moving day (or week)

- ☐ **Disassembly and packing**
 - ☐ Schedule racking system disassembly and reassembly at the new facility
 - ☐ Use your moving team to handle heavy equipment rigging, IT disconnections/reconnections, and specialized crating for sensitive equipment
 - ☐ Dispose of or recycle any outdated or broken equipment and inventory
- ☐ **Secure transportation**
 - ☐ Consider racking, equipment, inventory, office furniture, etc.
- ☐ **On-site coordination**
 - ☐ Your project manager should supervise loading/unloading and ensure racking and equipment is placed in the correct locations at the new site
 - ☐ Use layout maps and floor plans to direct placement of racking, machinery, and inventory storage zones

Post-Move Setup and Go-Live

- ☐ **Verify inventory**
 - ☐ Perform a post-move audit to confirm all inventory, equipment, and assets arrived safely and undamaged
- ☐ **Reconnect and test equipment**

- ☐ **Resume operations and conduct training**
 - ☐ Notify partners, carriers, and customers of your move completion
 - ☐ Conduct a soft open to troubleshoot any operational issues before resuming full production
 - ☐ Train your employees on the new layout and warehouse logistics
- ☐ **Review and debrief**
 - ☐ Meet with your project manager to assess what went well and identify future improvements
 - ☐ File documentation and update internal logistics systems with the new warehouse specs

Relocating Your Warehouse? Call Meyer Inc Today!

At Meyer Inc., we specialize in full-service warehouse and industrial relocations, supporting businesses across Connecticut, Massachusetts, Pennsylvania, Delaware, New Jersey, New York, Rhode Island, and Maryland.

Whether you're moving a small distribution center or a large-scale manufacturing operation, our experienced team can manage every aspect of your warehouse move—from inventory packing and racking disassembly to heavy equipment transport and setup at your new facility.

As a proud member of the United Van Lines network, we can also connect you with trusted partners outside our core service areas for nationwide support.

Ready to get moving? Contact Meyer Inc. today to schedule a consultation and let our experts help you plan a smooth, efficient warehouse relocation.