



2 Months Prior to Your Move



1 Month Prior to Your Move

- Create existing furniture inventory database with photos and measurements.
- Prepare moving RFP and determine 3 qualified movers to include in bid process the following:
 - Estimated schedule, including job walk.
 - Bid Matrix for budget.
 - List of questions, specific to scope, that you want all movers to answer.
 - Invite all movers to one job walk.
 - Organize job walk with origins and destinations.
 - Take photos of elevators, path of travel, parking restrictions, etc.
 - Review scope with all movers.
 - Negotiate move quotes with movers and answer any questions
 - Award move and execute contract.
- Create move schedule and task-tracking spreadsheets.
- Decommission requirements of lease at existing building should be reviewed.
- Rules & Regulations of the building (including access hours, elevator details, Certificate of Insurance Requirements) for both buildings should be obtained.
- Obtain quotes from applicable vendor for decommissioning scopes (low-voltage, cleaning services, etc.).
- Schedule building elevator needs and access details, including security if needed, for all move elements at both properties.
- Invite staff to add a note to their auto-signatures about “We’re moving on _____, please make a note.”
- Consider making signs for reception areas for clients to know you are moving.
- Contract infrastructure vendors (phone, internet, cable vendors) for contract termination is a service move is not occurring.
- Confirm responsible party for IT disconnect/reconnect. If required, set up RFP process for vendor selection.
- Create move team for internal staff and assign any applicable move responsibilities.
- Create internal email address for move questions.
- Begin review of all materials and dispose all unnecessary items.
- Purge, purge, purge!
- Ongoing: Provide weekly updates and coordinate meetings leading up to move with staff and movers.
- Ongoing: Review all move-related contracts and invoices.

- Facilitate COIs for all vendors working on-site at origin and destination.
- Touch base with all vendors that will overlap with the move for a reminder of upcoming move items (furniture vendors, technology, etc).
- Fine-tune inventory and schedule.
- Coordinate details of move, including delivery of packing materials and labels, permitting for parking, etc. with movers.
- Arrange details for furniture donations or liquidation.
- Confirm building elevator needs and access details, including security if needed, for all move elements at both properties.
- Create staff move instructions and distribute. Include details on move questions, packing, taking valuables home, how to label with diagrams, and any work from home details. Lead tutorials for staff if needed.
- Create a seating chart for origin and destination. If furniture is moving, select all locations and include on maps.
- Create Move Matrix with both seat locations for all staff, and special instructions.
- Set up mail forwarding and change of address to all accounts - IE amazon, business credit cards, magazine subscriptions, etc.
- Schedule e-waste pick up.
- Move team should have a captain for each shift of the move at each location to oversee and field questions.
- Begin packing of all operational equipment, paperwork and materials.
- Ongoing: Weekly meetings leading up to move with staff, industry partners and movers.
- Ongoing: Review invoices and update Cost Control Report/budget.
- Contact food and beverage service, water coolers, janitorial, copier and equipment provider, and other vendors to end or change contract.

- ❑ Resend move instructions to all staff.
- ❑ Place refuse bin in office space if needed.
- ❑ Move tutorial with staff to answer any remaining questions about packing/moving.
- ❑ Receive and distribute move materials to all staff.
- ❑ Begin labeling of all ancillary items to be moved.
- ❑ Finish packing of all operational equipment, paperwork and materials.
- ❑ Update inventory for mover if items have changed.
- ❑ Confirm and update, if needed, seating charts and move matrix.
- ❑ Post floorplans and any move notes on walls to guide movers and move captains.
- ❑ Confirm timing of all activities with all movers and both buildings.
- ❑ Set up a move headquarters, including space for a lost and found.



1-2 Week(s) Prior to Your Move

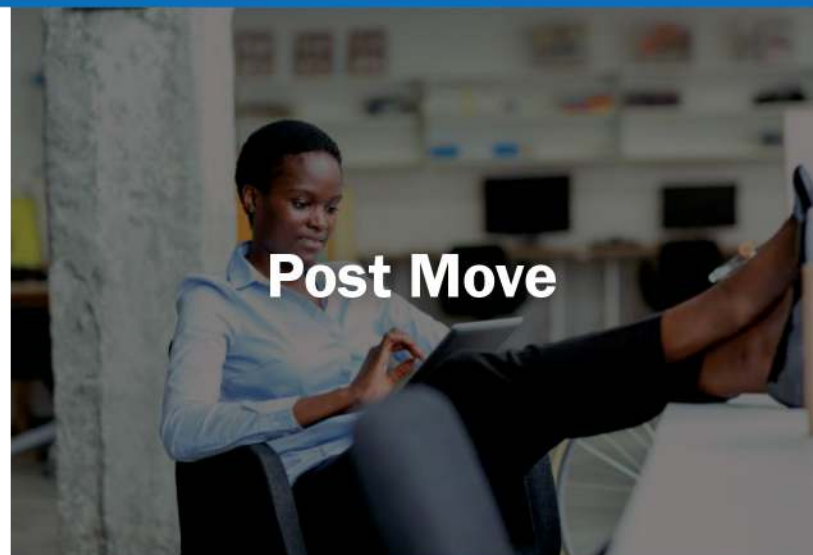


Day of Your Move

- ❑ Oversee and manage move staff on-site; guide on-site staff at all locations.
- ❑ Review all staff's packing and confirm boxes are closed and labels are in place.
- ❑ Review all ancillary items and confirm labeling.
- ❑ Finalize any remaining operational packing.
- ❑ If applicable, hang signage and mapping for workstations.
- ❑ Begin IT disconnect as soon as possible
- ❑ Move captains to oversee movers and staff. They will:
 - Sign job cards for movers of when they clock in and out.
 - Walk the space and check for accuracy of item placements (furniture and boxes).
 - Check space for any wall or furniture dents and make note if applicable.
 - Review decommissioned space and make sure all lease terms are met.
 - Confirm final cleaning details.

- ❑ Post-move walk-through of decommissioned space with Property Management.
- ❑ Post-move walk-through of new space. Confirm cleaning and housekeeping logistics met before FDOB.
- ❑ May invite staff to add a note to their auto-signatures about "We have moved as of _____, please make a note."
- ❑ Receive and review invoices from all applicable vendors. Submit for payment once approved.
- ❑ First Day of Business:
 - Intro and welcome to staff with any helpful unpacking tips.
 - Arrange for box refuse pick-up.
 - If needed, arrange for a few movers to come and be "on call." for FDOB to move items as needed and break down packaging.

Sigh of relief! You've completed your move and are in your new space.



Post Move

