



DATA GATHERING/PRE-PLANNING	Responsibility	Deadline Date
Plan move sequence (who/when/phasing/from/to/critical operations windows)		
Assign responsibilities for all tasks, including clients, coordinators, landlord, other parties		
Update project directory to include responsible parties for move		
Prepare day-by-day/hour-by-hour schedule of move operations		
Assign employees to offices/workstations		
Review landlord obligations and requirements at move-out site		
Review landlord obligations and requirements at move-in site		
Schedule and confirm elevator/loading dock access at move-out and move-in spaces		
Compile list and tag Furniture & Equipment (F&E) items to move		
Source and arrange for unwanted F&E disposition		
Determine whether mover will dismantle/reinstall furniture and/or brace shelving		
Review and schedule file and storage purge		
Conduct a planning meeting/conference call with all key parties, including end-user		
Coordinate arrangements for insurance and business license transfer		
Coordinate arrangements for security (after-hours) planning		
Coordinate arrangements for life-safety/earthquake/bomb-scare planning		
Identify existing furniture to be re-used		
Review existing furnishings to determine whether repair/refurbishing is required		
Develop mailing list for internal move announcements		
Issue internal move announcement		
Coordinate update/preparation of in-house telephone directories		
Order keys and/or security cards for doors		
Order keys for furniture		
Notify Admin to redirect "standing order" supply deliveries		
Conduct Corporate Culture Orientation		
Conduct construction meetings		
Conduct furniture meetings		
Furniture and design firm installer coordination		
File survey and equipment (copier, fax, shredder, etc)		
Coordinate vendors (i.e. vending machines, equipment installers, etc.)		
BID AWARD & MOVE CONTRACT	Responsibility	Deadline Date
Research and pre-qualify 3-4 movers		
Prepare request for bid and issue to candidates		



Conduct pre-bid walk-through of existing move-out space and answer questions		
Confirm consensus on moving/packing materials required		
Receive bids and evaluate - recommend proposed contractor		
Prepare mover contract/purchase order, etc.		
USER ORIENTATION	Responsibility	Deadline Date
Prepare employee orientation memo or binder or conduct orientation meeting		
Update employee orientation memo or hotline for revisions to move schedule		
Update with managers		
Newsletter/Move Package		
Coordinate move meetings		
new phone training early notification 1 wk ahead		
new voicemail training		
Budget updates		
Welcome package		
MOVE PREPARATION	Responsibility	Deadline Date
Arrange for employee access pass/card/key photography and database input		
Arrange for employee access pass/card/key distribution		
Arrange for copy/beverage/supplies at move-in		
Arrange for relocation of unique furniture and custom work station adjustments		
Schedule copier service shut-down/move/start-up		
Arrange for existing furniture refinishing/modification (on-site after hours or pick-up/drop off)		
Review move phasing and sequence with mover		
Schedule box & label drop-off with mover		
Prepare sketch plans of conference rooms and store rooms showing furniture layout details		
Coordinate delivery and installation of each package of telecom equipment		
Coordinate delivery and installation of each package of MIS equipment		
Coordinate delivery and installation of each package of PCs		
Order new stationary, forms, and related location-specific supplies		
Order new checks		
Mail change of address notification to clients, vendors, postal service, banks, etc		
Confirm loading dock and elevator availability		
Coordinate change-over of voice/date/TV/online services		
Coordinate issuances of passes or after-hours or security guard coverage access		
at move-out and move-in spaces		



Order floral delivery for receptionist		
Schedule janitorial and garbage receptacle services at move-out and move-in spaces		
Review and verify that HVAC, power, lighting systems are functional		
Review and verify that telecommunications systems are functional		
Review and verify that AV systems are functional		
Arrange for move day food, coffee, soda, etc.		
Schedule on-call or on-site electrician/cabbling contractor services for move-in spaces		
Coordinate electrician to check bulbs in furniture systems and outlets for power		
ONSITE MOVE MANAGEMENT	Responsibility	Deadline Date
Conduct acceptance punch list of construction and F&E prior to move-in		
Prepare and place locator plans, room/workstation number signs and directional signs for movers at move-in site		
Place room layout plans at doorway to each room		
Verify that all items to be moved are properly tagged		
Unlock move-in space ready for movers		
Provide onsite coordination and monitoring of all move activities		
Review and approve mover timesheets and invoices		
Conduct acceptance punch list of mover damage/problems/missing items		
Lock-up move-out and move-in space		
Follow up on outstanding issues - 5 day close-out		
POST-MOVE FOLLOW-UP	Responsibility	Deadline Date
Review and resolve move damage/problems/missing items in week following move		
Review and approve mover invoicing		
Close out move-out landlord issues		