

MOVE PREPARATION CHECKLIST

TASKS:

STATUS:

Establish calendar for the move

- Set project meeting dates and establish attendee list
- Set post-move activities for vendors
- Record responsibilities for the items listed herein as appropriate

Set system to distribute move data (establish communication process)

- Newsletter
- Web site
- Departmental meetings
- Email address
- Telephone hotline

Furniture & Equipment

- Items moving versus not moving
- Items needing special handling
- Items to be discarded
- Items to be stored or donated
- High value items
- Items needing refurbishing

Discuss vendor contracts and installation/delivery schedules

- Voice & data lead times and service issues
- Furniture & equipment installations
- Photocopiers
- Food vending services
- Mail room services (Pitney Bowes, etc...)
- Water coolers
- Computer room maintenance services

Management systems

- Establish a “purging” campaign
- Implement reorganization plans prior to move (filing, duplicate copy process)
- Control additional supply deliveries to minimize load, schedule for after occupancy wherever possible
- Determine staff presence on move day and publish expectations
- Consider any handicap or impaired staff needs

Acquire architect/designer – furniture floor plans

- Verify accuracy (get sign-off before coding for move)
- Distribute to mover and all vendors with service details (locations of equipment, etc...)

Move related issues

- Review labor jurisdictions
- Investigate permit and license requirements
- Determine packing responsibilities
- Analyze access/egress routes at both sites
- Assign departmental contacts and publish list
- Instruct pre-move activities by department

PRIOR TO MOVE DAY

Distribute movers packing instructions to employees

Review security procedures at both sites

Schedule elevator and other necessary building arrangements

Arrange shelving installation

Check “purge” process

Provide mover with finalized furniture floor plan

Provide for transfer of insurance coverage

Color code furniture floor plans

Begin marking and tagging procedures

Familiarize move coordinators with floor plans, F & E arrangements

Insure all personnel have been briefed by move coordinators

Make duplicate keys available for locks locked on move night

Make arrangements for plant removal

Staff take laptops home prior to move day, docking stations must be tagged

Develop welcome packets with:

- Telephone directory
- Key plans
- Building and floor amenities
- Technical procedures (new voice mail, etc...)
- Move checklist
- Local food service information if new location
- Acknowledge Move Team

EMPLOYEE OFFICE MOVING GUIDELINES

A. General Information

Move coordinators: Supported by the move coordinators, it is the responsibility of department managers to have staff follow the move guidelines established at meetings and walk throughs. Personnel will be functioning in the new offices on a normal basis immediately after reporting to work, if the move is properly planned.

Only personnel directly involved with the move should be present during the course of the move day, once the main relocation has begun. If staff is required to work during the move weekend, your moving company must be notified. A coordination meeting will be set up with Security the week prior to the move.

Employees will be responsible for packing individual offices or workstations before the actual move. All packing should be completed prior to move day at noon. Staff has been advised to mark boxes with materials needed to conduct work and in addition, to mark boxes 1 of 20, 2 of 20, 3 of 20 ,etc... -- after packing completion. This will help determine accurate relocation.

B. Packing

Special servicing may be required for leased copiers. This service is available from the manufacturer's service provider.

All equipment containing liquid or toner should be removed before the move date.

Plants: The mover is not responsible for the safe transport of plants. Arrangements should be made for other methods of transportation.

Personal items of great concern should be taken home before or on move day at the latest. Insurance accepts claims only on company owned lost or damaged properties.

Telephone relocation should be coordinated directly with your service provider.

C. Tagging

Moving labels: A Project Manager with your moving company should distribute to each employee, their own color coded and numbered labels for specific floor and area assignments. Labels should be placed on the side of all cartons and equipment.