

MOVING CHECKLIST

WHO'S AFRAID OF THE BIG BAD MOVE? Relocation is a lot easier when you have a structured order for things. That's what this checklist is for. It may not encompass all your tasks – and some of the steps may be handled by vendors – but it'll come in handy as a guideline.

SIX MONTHS OR MORE AND COUNTING

- Assign a move coordinator for each department. These coordinators should form your move committee. If they form sub-committees of their own, be sure they've unanimously agreed on anything they bring to you.
- Also assign move coordinators to handle company-wide projects that deserve special attention – especially data network (including computers and printers), and the telephone and voice mail systems.
- Meet with space planners and key internal personnel to discuss needs for your new location. Data network, telephone and voice mail system equipment will need Telco and internal connections, and a suitable environment. Teledynamic Communications, Inc. can assist you in this process. Visit <http://www.teledynamic.com/>.
- Begin planning the **employee**-related aspects of the move (this is a very important, very sensitive area). What will be communicated and when? Where will actual relocation assistance come from? What are your new personnel needs (if any)?

FIVE MONTHS AND COUNTING

- Finalize space plans. Consider routing electrical, data and phone cabling for both immediate and future needs.
- What are your furniture system needs for your new layout? And what furniture do you plan to re-use?
- What about your computer network, phone and voicemail system needs? Will they be the same, or will you need more? Are you considering upgrading to a newer technology? For branch offices, at-home offices, mobile phones, or extensive long distance use, newer technology may be advised.
- Which of your business equipment (faxes, copiers, postage meter, etc.) will be upgraded? Added? Replaced?
- Check out moving companies, whir services, and their reputations.

FOUR MONTHS AND COUNTING

- Order your biggies: office furniture, computer systems, telephone and voicemail equipment, faxes, copiers, and other equipment. Schedule furniture for shipment to new location; schedule **future** deliveries for business machinery. (Place cubicles before scheduling wiring to be completed. Furniture should go in before electronics.)
- Determine telephone needs – how many local and long distance outside lines, location of telephones, features.
- Determine your needs (and what's available) relative to cleaning services.
- Determine refreshment and break area needs. Will you use vending machines, a food service company, or both?
- Determine your filing needs (both type of filing system and space available).
- Begin to purge old files and records, and don't get sentimental. Anything you don't need for the IRS is probably too old to be of any value anyway.
- Make sure you have ample inventories of general supplies to get through the move. Reviewing your past purchases will help determine how long things typically last.

THREE MONTHS AND COUNTING

- Decide which phone company(s) you'll use for local and long distance service, and reserve your number(s).
- What are your security system needs? Locks? Alarms? **Silent** alarms? A combination? Contact potential vendors.
- Prepare your moving announcements for your customers and vendors.
- Review your needs for imprinted materials (stationery, labels, forms, business cards, etc.).
- Choose a moving company.

TWO MONTHS AND COUNTING

- Schedule the installation of your data and telephone equipment. (Any reputable company with expertise in these areas will make sound recommendations as to your actual needs.) Contact <http://www.teledynamic.com/>.
- Checking references carefully, choose your security system vendor, janitorial service, and vending/food service company. From the latter, order any refreshment products and equipment.
- Order new imprinted materials.
- Meet with carpeting/flooring vendors to discuss your needs and options.
- Depending on how far you're moving, choose a new bank.
- Determine your needs for moving supplies (boxes, tape, labels, markers, etc.).

ONE MONTH AND COUNTING

- Meet weekly with your move coordinators.
- Inspect your new site at least weekly, check security and cleanliness, and ensure items and services ordered are going in as scheduled.
- Plan the actual moving process, especially which departments need to be moved first. (You'll have an indescribable mess if you try to move everything at once.)
- Arrange for elevator, loading dock, and on-duty engineer in both your old and new locations.
- Trucks moving you have to park someplace. Arrange any necessary permits with the city for loading/unloading.
- No one will deliver furniture and equipment unless somebody is there to accept it. Arrange for your staff to be there – and on time.
- Coordinate data and telephone system installation. Plan to thoroughly review operation as early as practical .**
- Finalize your security system installation details. Inform and train appropriate employees on its operation.
- Confirm arrangements with the janitorial service you've chosen.
- Finalize your decision on flooring and carpeting.
- Make your arrangements for utilities (electricity, gas, water, garbage pickup, etc.) – **both when they are to end at your old location, and begin at your new one.**
- Mail your moving announcements.

THREE WEEKS AND COUNTING

- Verify your insurance requirements for the move. Be thorough about this. It is very critical.
- Confirm the security requirements for your move-in. (You want to get in without tripping your new alarm.)
- Prepare your new internal telephone directory; you should know the new extensions, and where they go, by now.

TWO WEEKS AND COUNTING

- Prepare specific furniture layouts for movers. Leave NOTHING to their imagination. You won't like their choices.
- Re-confirm whatever vendor arrangements need confirming.
- Arrange for the suitable number of new keys.
- During packing, you'll probably find some essential supplies to be low. Order now, for delivery to your new site.

MOVE WEEK

- Meet with your move coordinators to be sure they understand their responsibilities, both this week and on the actual move day.
- Tag all furniture and equipment for the move.
- Test all communications lines. Work closely with your data and phone system installers.**
- If your new telephone system differs from your old – especially if you've upgraded – now's the time to train the appropriate personnel on it.**
- Have your refreshment equipment and supplies delivered.
- Have your new carpeting/flooring.
- Re-confirm your arrangements regarding utilities.

THE DAY BEFORE

- Pack your personal effects.
- Collect the keys to your old space. **None should remain outstanding.**
- Distribute the keys to your new space to appropriate personnel.

THE BIG DAY

- Supervise the move – and send a memo around stating, in no uncertain terms, **that those not directly involved with the move should stay away.** They mean well, but they'll only get in the way.

POST MOVE

- Make sure all equipment is up and running smoothly.
- Re-check your supplies while unpacking, and make necessary orders.
- Review the performance of all the vendors who participated in your move. Reputable firms appreciate feedback.

Congratulations! You Did It! Welcome To Your New Quarters And Very Best Wishes From
TELEDYNAMIC COMMUNICATIONS, INC.