

# Comprehensive Office Relocation Checklist

## 1. Strategic Planning & Governance

- Define business objectives for the relocation
- Establish relocation budget and contingency funds
- Appoint internal relocation project lead
- Form relocation steering committee
- Develop detailed relocation timeline
- Review lease obligations, exit clauses, and penalties
- Confirm new lease terms and handover conditions
- Assess legal, regulatory, and compliance requirements

## 2. Space Planning & Design

- Conduct space needs assessment
- Finalize floor plans and seating allocations
- Confirm meeting rooms, storage, and collaboration areas
- Plan accessibility and health & safety compliance
- Approve interior design and branding elements
- Order new furniture and fixtures

## 3. Vendor Management & Logistics

- Select and contract moving company
- Engage IT, cabling, and telecom vendors
- Hire furniture installers and electricians
- Schedule security system installation
- Arrange cleaning and waste removal services
- Confirm insurance coverage for move

## 4. IT, Data & Infrastructure

- Create inventory of all IT assets
- Audit software licenses and contracts
- Back up all business-critical data
- Plan server room and network architecture
- Coordinate internet, phone, and cloud services
- Schedule equipment decommissioning and reconnection
- Test all systems prior to full occupancy

## 5. Employee Communication & Change Management

- Announce relocation rationale and key dates
- Provide regular progress updates to employees
- Share packing guidelines and desk clean-up policy
- Communicate new commute, parking, and access details
- Update HR records and emergency contacts
- Address employee concerns and feedback

## **6. Packing, Moving & Execution**

- Label departments, desks, and equipment clearly
- Pack confidential documents securely
- Separate items for disposal or donation
- Confirm move-day access, elevators, and loading docks
- Supervise move-day activities
- Track assets during transportation

## **7. Post-Move Setup & Stabilization**

- Verify workstation and furniture setup
- Test IT systems, printers, and AV equipment
- Distribute access cards and security credentials
- Conduct health & safety inspection
- Resolve immediate issues and defects

## **8. Close-Out & Optimization**

- Update business address with clients and vendors
- Notify banks, insurers, and regulatory bodies
- Return keys and complete old office handover
- Finalize vendor payments and documentation
- Conduct post-move review and lessons learned