



Office Moving Checklist

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Office Moving Checklist

3–6 Months Before the Move: Pre-Planning

- Select and secure the new office space
- Set a moving budget, including unexpected expenses
- Assign a project leader and create a moving team
- Hire a professional moving company or decide on DIY moving
- Create a detailed moving timeline and task list
- Notify the landlord of the old office about the move

2–3 Months Before the Move

- Inform employees about the move and provide a timeline
- Take inventory of office furniture, equipment, and supplies
- Determine which items will be moved, sold, or donated
- Contact vendors and service providers (internet, utilities) to schedule services
- Notify clients, partners, and stakeholders about the move

1 Month Before the Move

- Begin packing non-essential items and unused equipment
- Label boxes by room and content for easy unpacking
- Schedule IT and technical support for disconnecting and reconnecting systems
- Arrange for new office layout and furniture placement
- Update business address with relevant institutions and services
- Confirm all moving day logistics with the movers

1 Week Before the Move

- Backup all critical company data
- Prepare an essentials box with critical supplies and IT equipment
- Finalize all packing and labeling of items
- Schedule a walkthrough of the old office after the move
- Notify employees of moving day procedures and responsibilities

Moving Day

- Supervise movers and ensure they handle fragile equipment with care
- Ensure communication channels (phones, internet) remain open
- Complete a final walkthrough of the old office to check for any missed items
- Provide access and guidance to movers at the new location
- Oversee the reinstallation of IT equipment and critical infrastructure

Post-Move: Settling In

- Unpack essential boxes and set up workstations
- Reconnect computers, servers, and office networks
- Ensure all systems and technology are operational
- Confirm that utilities and services are functioning correctly
- Notify clients and partners of your new address
- Host an internal meeting or event to welcome employees to the new space