



## Office Moving Checklist

### Step 1: Plan Moving Event

(1 to 3 months before)

- Choose a department move contact
- Distribute the Office Move Guide
- Communicated with employees
- Contact FM&S to verify move dates
- Create a master checklist of tasks
- Decide on the layout of the new location(s)
- Decide on color coded label needs
- Order color coded tags

### Step 3: Action Before Move

(1 day beforehand)

- Empty desks, etc. and secure items
- Make sure file drawers are locked
- Make sure breakable items are properly packed
- Are the computer and other machines disconnected?
- Are the "Do Not Move" labels in place?
- Are the desk and chair pads labeled?
- Do you have a set of spare keys available?
- Turn in your old keys to the departmental move contact
- Has the move contact delivered the old keys to Access Control?
- Are you packed and ready to go?

### Step 2: Prepare for Move

(1-2 weeks before)

- Get rid of the junk (If you haven't used it in 6 months, do you really need it?)
- Empty and clean refrigerators
- Obtain moving crates and cartons
- Clear supply cabinets
- Have cubicles disassembled
- Place labels on all wall items
- Move items to central location
- Start placing labels on furniture
- Order keys for the new location(s)
- Start packing!

### Step 4: Moving Day

- Have fun!

(If you have questions, please notify your department move contact)