

OFFICE MOVING CHECKLIST



	Task	Responsibility	Due Date	Comments
1	Negotiate new space/lease			
2	Arrange approval/signoff of new lease			
3	Organise designers for new floor plan design			
4	Review new location floor plan			
5	Choose Project Manager and contractors for build work			
6	Identify location of printers and workstations			
7	Identify fax machine location/s			
8	Identify copier location/s			
9	Approve floor plan			
10	Schedule and approve timeline			
11	Identify if additional furniture needs to be purchased			
12	Schedule wiring/cabling			
13	Schedule workstation assembly			
14	Define printer relocation requirements			
15	Schedule office furniture delivery			
16	Define phone equipment requirements			
17	Order phone equipment upgrade (if any)			
18	Schedule phone software changes			
19	Schedule the move			
20	Organise IT resources for the move			
21	Organise moving resources (external and internal)			
22	Organise department resources for the move			
23	Do the build work			