

OFFICE MOVING CHECKLIST



	Task	Responsibility	Due Date	Comments
24	Modify network setups for new printers			
25	Modify network for new workstations			
26	Complete the wiring and cabling			
27	Install dedicated power for copiers			
28	Install new workstations			
29	Install new office furniture			
30	Send "Move Memo" to relocating employees			
31	Advise employees of packing and moving schedule			
32	Supply employees with boxes			
33	Make the phone software setup changes			
34	Install new workstations			
35	Install new phones			
36	Test telephones and IT points			
37	Transfer printer/s			
38	Transfer fax machine/s			
39	Transfer photocopier/s			
40	Transfer relocatable phone handsets			
41	Test all devices for connectivity			
42	Advise employees re procedure for empty boxes			
43	Move!			
44	Organise for clean up of old office space			
45	Return/recycle empty boxes to supplier			