

5-Phase Office Move Timeline & Checklist



Move Completion Date Requirement: 1/1/18 Move Timeline: 3 Months

Phase I

Defining the Why & Where – Things to Consider Before You Move	Planned Completion	Actual Completion	Owner	Task Complete
Communicating move to employees				
Communicate move to employees				
Create a "move check-in schedule" to provide employees updates on move progress				
Transportation considerations for employees				
Communicating parking lot vs structure costs				
Bus passes (if applicable)				
Address increased/decreased commute time				
Amenities				
Snacks - Will there be a snack machine, company shop, etc.				
Send out a map of nearby lunch spots/shops for employees				
Planning for future company growth				
Plan out extra office square footage needed				
Purchase extra furniture				
Technology				
Set up T1 line				

Phase II

Budgeting for Your Move	Planned Completion	Actual Completion	Owner	Task Complete
Setting a budget				
Estimate cost per employee for move				
Set final budget				
Design				
Find out how many design firm bids you need				
Interview design firms				
Hire designer				
Handling old furniture				
Decide on whether to sell or donate				
Move old furniture				
Financing new furniture				
Set budget				
Select vendor				
Plan furniture installation date(s)				
Hiring an outside project manager				
Estimate cost to hire outside help to coordinate your move (if applicable)				

Phase III				
Managing Your Office Move Project	Planned Completion	Actual Completion	Owner	Task Complete
Select a project manager(s)				
Select internal project manager(s)				
Select external project manager (if applicable)				
Set up move timeline				
Find out current lease expiration date				
Create an official move date				
Phase IV				
Office Design & Layout Considerations	Planned Completion	Actual Completion	Owner	Task Complete
Flooring & sound requirements				
Calculate square footage needed for flooring				
Figure out sound barrier requirements				
Breakrooms				
Calculate the square footage needed				
Estimate the number of tables & chairs needed				
Controlling sunlight / shade				
Calculate the number of windows & blinds needed				
Fire Codes				
Contact local fire station about fire code/electrical standards				
Bathrooms				
Find out the square footage needed				
Training rooms				
Find out the square footage needed				
Estimate furniture requirements				
Collaboration areas				
Find out the square footage needed				
Estimate furniture requirements				

Phase V

Vendors to Consider Hiring to Build Your Space & Construction	Planned Completion	Actual Completion	Owner	Task Complete
Electrician				
Contact electrician				
Furniture Installers				
Contact furniture installers				
Interior Designer / Office Space Planner				
Contact interior designer and/or office space planner				
Movers				
Hire movers				
Architect				
Contact an architect				
Food & Beverage Vendors				
Contact food & beverage vendors				
Security				
Contact security companies				
Telephone Company / Network Engineers				
Contact telephone company / network engineers				