



# FLOOD BROTHERS™

relocation | installation | logistics | warehousing

## PRE-MOVE CHECKLIST

ACTIVITIES CHECKLIST		ASSIGNED TO	DUE	DONE
I	Form a Move Committee.			
2	Delegate and assign responsibilities to each member of the Move Committee.			
3	Find out if any licenses or permits are required at new facilities.			
4	Determine if you will be moving during a weekend or after regular hours to avoid interruptions of business.			
5	Make a detailed list of all floors and departments in the order in which they will be moved from the old facilities. decide which department should be in operation at destination first.			
6	Select Department Move Coordinators.			
7	Develop a Master Relocation Project Schedule with milestones.			
8	Inventory all furniture, equipment & contents. Note size and if disassembly is needed. Survey contents for number of crates needed. Identify items such as paintings & sculptures that may need special handling.			
9	Decide which furniture and equipment to keep, and which to sell.			
10	Check all computers, copiers, word processors and other equipment for the proper preparation for moving. Verify if using your mover will void any warranties or service contracts.			
11	Determine if there are going to be any moves done before the main move, or if the move will be broken down into phases.			
12	Check doorways, corridors, elevators, stairwells and loading docks at both locations for ease of egress and entry. Confirm the weight the elevators can lift.			
13	Confirm building policies and procedures at both locations. Also, clarify labor policies at new locations as well as any move in restrictions.			
14	Decide on security procedures for the move. Figure out how to confirm that everything removed from all locations arrived at the new location. Consider supplying identity badges to vendors, movers and your employees.			
15	Check for adequate parking facilities at both locations and make arrangements (when necessary) with local police or traffic department.			
16	Schedule the refurbishing of existing furniture and equipment. Allow enough time for the refurbishment and on-time delivery to the new facilities.			
17	Clarify who is to do the packing: your employees, the mover or what combination. Be very specific on who, what, when and how people are to handle the contents of desks, pictures, plants, etc.			



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18	Develop an action plan for the move to minimize business disruption.			
19	Plan for gifts or cash payments (as necessary) to appropriate people, for expediting difficult tasks.			
20	Explain move to Key Executives.			
21	Develop Request For Proposal package.			
22	Collect and analyze the mover estimates.			
23	Select an appropriate mover.			
24	Check the insurance costs from the moving company.			
25	Check adequacy of your existing insurance coverage for the move. Review your policies to make sure that all of your business equipment, appliances and furniture are covered before, during and after the move Update policies if necessary.			
26	Get certificates of insurance from the mover's insurance company.			
27	Confirm delivery damage claim procedures.			
28	Arrange for the touch-up and repair of any items damaged in the move. Get advanced approval of repair service from the mover.			
29	Arrange for the telephone trunk lines at the new location, if required.			
30	Get estimates for telephone system and installation at new location.			
31	Select telephone system for new location.			
32	Obtain telephone number(s) for new location. This should be done as early as possible, so that the listings in "this years's" telephone directory and Yellow Pages will be correct.			
33	Make sure telephone company will install a recording on your old phone number that will give out your new number. Insist that the recording must be in place for at least six (6) months. Confirm in two (2) weeks.			
34	Order telephone equipment.			
35	Schedule telephone installers on a standby basis to take care of any last minute changes quickly, so that communications can be in operation when the offices open for business.			
36	Buy new office furniture.			



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37	Arrange to sell or discard obsolete furniture and equipment. Find buyers or donate to charity for tax deduction			
38	File change of address forms with post office for every person who receives mail in the office. The post office will forward your mail one (1) year.			
39	Notify banks, clients, insurance, IRS, services, software vendors, subscriptions, etc. of new address and phone number. Allow 6-8 weeks for companies and subscriptions to update their records. Make a master list for follow-up.			
40	Notify vendors of your new address and when their products will be accepted and received at new location.			
41	Arrange for a listing on lobby directory of new building. Allow 6-8 weeks.			
42	Schedule public relations effort, including plans for new releases, articles, "office-warming" parties, etc.			
43	Develop a cost-effective way to make the transition from the old stationery to the new without running out of the old, but also without having to throw much away.			
44	Place an order for new stationery using new address, subject to confirmation of new telephone number.			
45	Confirm that new letterhead, envelopes, and business cards are printed when new information is absolutely certain.			
46	Purge existing files and storerooms before the move. Send closed files to off-site storage.			
47	Explain move to all employees in meetings and memos. Delegate And clarify all tasks and assignments.			
48	Arrange for each department to have a floor plan of their area in the new facilities.			
49	Arrange a tour of the new facilities for department move coordinators.			
50	Arrange a tour of the new facilities for key executives & department heads.			
51	Schedule training for security, fire and life safety procedures at the new facilities.			
52	Schedule dates for the dismantling and reassembling of any equipment that needs to be moved before the actual move. This includes anything that requires more than the normal moving time for dismantling and reassembling.			



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53	Arrange for plant service to remove and install plants at the new facilities. Remove plants before packing to give extra room to work. Install plants at new facilities after unpacking is completed.			
54	Decide the number and size of crates needed per office, or per employee. Order your crates from your mover.			
55	Schedule distribution of packing equipment, such as crates, bins and schedule the actual packing.			
56	Arrange for art work, chalkboards, whiteboards, etc., to be taken off the walls at your old facilities. Arrange for their installation at the new facilities. Movers do not install these types of items.			
57	Confirm that telephones at new address will be operating properly on or before move-in day.			
58	Arrange to relocate your present security systems and procedures, to your new facilities, or confirm the installation of new systems and procedures.			
59	Explain to each employee exactly what they will be required to do: Remove contents from desks, pack books and files, color code crates, etc.			
60	Code all furniture and equipment, on a color coded floor plan of the new facilities to show where each item should be placed.			
61	All keys to desks, file cabinets, etc. should be wire tagged and labeled and placed in a safe place. Tape keys to empty desks and file cabinets. Make sure you have duplicate keys.			
62	Mark, tag, and color code every item to be moved.			
63	Arrange with the building manager to have the air-conditioning in operation during the move at both locations. Keep track of hours, you will be billed.			
64	Establish communications between old and new locations to help with move coordination.			
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66	Schedule the delivery and installation of new furniture and equipment.			
67	Make sure all employees know what to do, when and where to report to their new workstations when the new office opens for business.			
68	Install locks at new facilities and make duplicate keys. Distribute keys to appropriate employees.			
69	Arrange for the distribution of parking passes/security cards, for the new facility. Maintain proper records for proper control and audit procedures.			



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70	Develop "punch list" to items to be completed by the contractors or delivered and installed by suppliers.			
71	Confirm that the Certificate of Occupancy and any other required permits or licenses have been obtained.			
72	Reconfirm that telephones at new facilities will be operating properly on or before move day.			
73	Arrange to feed your employees, if appropriate during the move, or on delivery day, at new location.			
74	Develop contingency plan for computer malfunction during and after move.			
75	Back up computer systems. Hand carry backup to new facilities.			
76	Protect elevator cabs, lobbies, walls, floors against damage from move.			
77	Someone should be available at the old facility to answer questions, give instructions to the movers at the new location.			
78	After the last moving van is loaded but before it leaves, walk through the facilities to search for anything left behind. Look in elevator lobbies, hallways and offices.			
79	Someone should be at the new facility to answer questions and give instructions to the movers at the new locations.			
80	Put up directional signs, room and area labels, and furniture plans in the new facilities.			
81	A "Lost and Found" department should be set up to locate lost equipment, boxes, etc.			
82	Schedule staff for unpacking and stocking supply cabinets, storeroom, file rooms and removing tags from all furniture and equipment so your company will be operational as rapidly as possible after move.			
83	Schedule employees to put their desk in order and organize their work areas. Remove tags and labels from furniture and equipment.			
84	Arrange for cleaning after move has been completed; all crates, bins, etc., should be removed as soon as possible.			
85	Have a new phone list and map showing locations of departments on each person's desk when the office opens for business.			
86	Transfer your insurance to the new location. Get Certificates of insurance from your insurance company.			



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87	Confirm that when you call your old telephone number, a recorded message or an operator give out your new telephone number correctly.			
88	Reconfirm the termination of old leases and the return of security deposits.			
89	Confirm the proper completion, delivery and installation of all items on both the construction and vendor punch list.			
90	Collect parking passes, security cards and keys for the old facility. Use a checklist. Confirm the return of any deposits held by the landlord for these items.			
91	Arrange for the maintenance of the new facility. Establish housekeeping rules to prevent unwanted personal decorating.			
92	Audit final invoices against contracts and process payments and pay retention.			
93	Complete and file all warranty information for all new furniture and equipment.			
94	Update fixed asset accounting system for any new furniture and equipment purchased. Do not forget to delete any old furniture and equipment sold or given to charity.			
95	Confirm that change-of-address corrections have been made.			

## IMPORTANT PHONE NUMBERS
