



Moving Ahead Services

Premiere Home & Office Relocation

OFFICE MOVING CHECKLIST

6 Months Before your Move

- Nominate staff members to a move planning team
- Find an interior designer if applicable
- Plan the design of phone and computer systems
- Start researching moving companies and estimates

3 to 4 Months Before your Move

- Meet with the move planning team
- Finalize the computer and phone system plans
- Finalize design and office structure


2 Months Before your Move


- Schedule all utilities
- Address updates on stationary, business cards, etc.
- Schedule service for copiers and other equipment
- Select your moving company
- Make any necessary new purchases


1 Month Out

- Contact all suppliers regarding your move
- Contact customers regarding your move
- Call for service the day before on copiers, etc.
- Confirm all relevant details are covered by your move planning team
- Make a list of online mediums that need contact information updated

 Toll-Free
(877) 643-4044

 Cleveland
(440) 256-2224

 Columbus
(614) 352-6444

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(513) 284-3031



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2 to 3 Weeks Out

- Finalize plans with current and new building managers
- Order keys, parking spaces, etc.
- Complete the walkthrough with your movers
- Confirm phone and computer installation plans

The Week Before your Move

- Packing training by your movers (If DIY Packing)
- Furniture and art labeling per your packing training
- Visit new office and confirm all plans OK
- View our office [packing tips](#)
- Start packing (If applicable)
- Document unpacking plans


The Day Before


- Finish organizing, packing and labeling
- Transfer and re-install all phone and computer equipment (if possible)
- Update online mediums with new contact information
- Share layout plans and unpacking plans for employees to review


Moving Day!

- Your movers and your move planners should be the only people present
- Finalize installation of phones and computers
- Unpack according to layout plans
- Return any equipment or boxes used in the move

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