

	Assigned To	Status	Due Date	Next Steps	Comments
<b>TWELVE WEEKS BEFORE:</b>					
Coordination of moving, furniture, and phone					
system company along with electrical contractor					
Employees to purge their areas					
<b>SIX WEEKS BEFORE:</b>					
Obtain Insurance Certificate from mover					
Notify insurance carrier of relocation					
Reserve loading dock & elevators					
Order new services (i.e. cleaning)					
Order stationary & business cards					
<b>FOUR WEEKS BEFORE:</b>					
Present building information to employees					
Notify vendor re: copier					
Notify vendor re: water service					
Notify vendor re: postage meter					
Notify magazines/newspapers					
Notify vendors with standing orders & pick-ups					
Notify post office of address change					
Notify banks					
Notify utilities					
Notify insurance companies					
Notify copier company for before and after maintenance					
Assign move codes					
<b>THREE WEEKS BEFORE:</b>					
Provide move instructions to employees					
Provide recycling bins for file purge					
Provide trash bins					
Identify locations for packing materials					
Update address on website					
<b>ONE WEEK BEFORE</b>					
Deliver boxes and labels					
Distribute access cards					
Prepare emergency contact list					
Phone training for employees					
<b>TWO DAYS BEFORE:</b>					
Deliver additional boxes and labels					
Label origin and destination for movers					
Confirm all vendors and times					
Empty and clean out refrigerator and freezer					
<b>MOVE DAY/SETTLE-IN:</b>					
Explain new functions to employees (i.e. security)					
Hang whiteboards/artwork					
Remove excess furniture					
Remove crates & packing materials					