

SAMPLE

How to Create a Move Plan Checklist

Introduction

Following is a sample of a checklist to be used while preparing to move the office. This or any similar list will help assure that all the necessary details of relocating an office will be taken care of.

Pre-Move Checklist

- Select personnel to oversee removal from existing offices.
- Select personnel to oversee receipt of all moved items at the new quarters and set up a "headquarters station".
- Check on the delivery of new furniture to the new quarters.
- Schedule delivery to the old office of cartons and other containers provided by the moving company.
- Tag all furniture and equipment and use the furniture plan code for location delivery to new office.
- Assign packing tasks, schedule packing and distribute instructions to those responsible. The moving consultant can furnish copies of the "Moving Guidelines". It details proper practices for packing such diverse things as personal items, contents of desks, file contents, office machines, confidential materials, and plants.
- Install directional and area identification signs in the new offices.
- Arrange for telephone hook-up between the old and the new premises.
- Arrange for elevator service in both buildings on moving day.
- Schedule an elevator repairman to be on call during the move.
- Protect elevator cabs, lobbies, walls, and floors from damage during the move.
- Schedule telephone installer to stand by during the move. Last-minute changes, additions and corrections should be attended to before the start of business.
- Install a lost-and-found department on the new premises. All firm personnel and movers should know where it is.
- Instruct each person in individual responsibilities for housekeeping.
- Establish food facilities during the move.
- Establish a "break area" where staff may relax during the move.

Move Day Checklist

- Request all firm supervisors to report for briefing one half hour before the moving company arrives.
- Provide identification tags for all supervisors.
- Establish who has the authority to make all last-minute decisions.
- Define approximate time of completion.
- Go over the floor plan and color-coding.
- Instruct your firm representatives where and when breaks will be taken.

- Develop a checklist of items to be covered with the moving company supervisors when they arrive.
- Any changes from last discussed plan.
- Introduce firm supervisors.
- Define break areas and eating facilities if necessary.
- If bad weather prevails, who will make the decision on what action to take.
- Has everything been properly marked.
- Has everything been properly packed.
- Is proper security in place.
- Familiarize the supervisors with the building and facilities.

Conclusion

Efficiency depends on carefully laid plans and split-second timing. Bottlenecks create needless delays. Following all the careful preplanning, don't overlook realistic consideration of time and space because jam-ups in doorways, on loading docks, in corridors, or elevators, waste time, increase the danger of damage, fray nerves, and increase costs.