

Your Office Move Timeline

12-16 Weeks

12-16 Weeks Out

Scope & Early Coordination

- **Define what's moving:** Teams, headcount, sensitive equipment, phased vs. full move.
- **Shortlist your movers:** Prioritize commercial expertise, reliability, and deep local building knowledge.
- **Secure building requirements early:** Certificates of insurance, elevator reservations, and loading dock protocols.
- **Budget smartly:** Include crates, IT cutover labor, signage, cleaning, low-voltage work, furniture decisions, and a 10-15% buffer.



Ask potential movers for a project plan, not just a quote.

8-10 Weeks Out

Floor Plans, IT & Asset Organization

- **Finalize your seating plan:** Include conference rooms, print areas, wellness rooms, etc.
- **Coordinate furniture decisions:** What gets reused? What gets purchased? Are there ergonomic concerns?
- **IT discovery:** Inventory networking gear, printers, meeting room tech, and decide what moves.
- **Establish a labeling system:** Color-coded zones and workstation IDs reduce misplacement.
- **Review security protocols:** Access control, alarm schedules, move-week permissions.



Photograph your existing IT closets, racks, & conference rooms.

6-8 Weeks Out

Scheduling & Communication

- **Communicate key dates:** Packing deadlines, labeling instructions, day-one details.
- **Reserve all building resources:** Freight elevators, docks, parking, weekend access.
- **Plan a technology change freeze** 72 hours before cutover.
- **Create a "Business-Critical List":** Employees who must remain fully productive.



Offer loaner laptops or early setups for high-priority employees.

3-4 Weeks Out

Packing & Decommission Prep

- **Distribute crates/labels** with clear packing instructions.
- **Handle e-waste securely:** Ensure chain-of-custody for anything data-related.
- **Conduct a joint walkthrough** with your movers to flag heavy or fragile items.
- **Plan the old space decommission:** Cleaning, patch/paint, cable removal.



Share a simple visual "Packing Do's & Don'ts" to keep employees aligned.

1 Week Out

Final Checks

- Review IT cutover plan with your tech team.
- Confirm badge access and security schedules.
- Verify all safety protocols.
- Conduct a joint readiness huddle across IT, facilities, movers, and security.



Post labeled floor maps at every entry point and elevator.