

To help make your relocation process as smooth as possible, this suggested time line can be used as a guide to manage the tasks involved with relocating.

### **Things to Consider Immediately**

- Determine location (which towns, roadways, etc., best benefit your business)
- Size (see included Space Needs Analysis form)
- Budget (see included Vendor List for referrals on local bankers)
- Establish an approximate timeline and date for move
- Elect a move coordinator
- Specific needs (number of offices, amenities, etc.,)
- Conduct search with your Broker

### **5 Months Prior to Relocation**

- Design new office space plan, including carpet, paint and window treatments
- Audit existing furniture, furnishings, equipment and machines for use in the future space
- Order new furniture, furnishings, equipment and machines

### **3 Months Prior to Relocation**

- Obtain bids for the movers
- Obtain the bids for voice and data/network cabling for new location
- Get change of address cards from the post office
- Establish criteria for purging files and throwing out old materials
- Contact phone and internet providers
- Get insurance quotes for new space
- Contact any current vendors and notify them of move (water cooler, office supplies, cleaning company)
- Order new stationary and business cards
- Employee briefing of new location

### **1 Month Prior to Relocation**

- Identify key contacts at new and old locations (create a master list)
- Reconfirm move date with all vendors
- Map out a detailed floor plan including proposed furniture orientation
- Label all furniture and equipment
- Change address on website and on email signatures in computers
- Confirm the minimum requirements for the server room
- Schedule activation time for new location
- Notify post office of change of address

### **Last Week Before Moving Day**

- Ask the staff to make a backup of all important data
- Pack up desks, personal spaces
- Inspect the new building
- Label and carefully pack shelves and shelf pegs
- Check and record condition of all furniture and equipment