



CHECKLIST

- ☐ **Select New Office Space**
 - Determine Construction Requirements and Establish Timeline
- ☐ **Contact Move Coordination Services**
 - Contact DLO to Gauge Budget and Level of Support Required
- ☐ **Determine Equipment Requirements**
 - Phones, Printers, Computers, Other IT Services
- ☐ **Determine Furniture Requirements**
 - Select What Furniture Will Be Kept & What You Need To Purchase
 - Create A Space Plan
 - Label Furniture To Be Moved
- ☐ **Clean Up for Move**
- ☐ **Prepare for Change of Address**
 - File With Post Office
 - Advise Clients & Vendors
- ☐ **Stationary**
 - Limit Current Supply
 - Select New Stationary, Order Supplies to New Location
- ☐ **Prepare Files for Transfer**
 - Purge and Pack
- ☐ **Assist with Installation of Services**
 - Water, Coffee, Cleaners, Plants, Art
- ☐ **Source Signage**
- ☐ **Outfit Office Kitchen**
- ☐ **Communicate with Staff**
 - Finalize Seating Plan
 - Tailor Packing Instructions
- ☐ **Confirm Move Date**
 - Reserve Elevators and Inform Building Staff
 - Label New Location With Numbers & Way Finders
- ☐ **Prepare For Moving Day**
 - Arrange Moving Supply Drop-Off
 - Pack