



Commercial Relocations - Modular Installations - Furniture - Liquidations

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Four (4) to Six (6) Month Move Planner Guide

4 To 6 Months before Moving Day

- ✓ create a master checklist of tasks
- ✓ choose a move coordinator
- ✓ choose a real estate broker
- ✓ meet with the building manager
- ✓ decide on the layout of the new location
- ✓ plan new office space and layout
- ✓ calculate your moving budget
- ✓ set the move day
- ✓ communicate hi level plans to employees
- ✓ identify new location improvement requirements
- ✓ start selecting contractors, movers, electrical, phone, modular installers, cable, painters
- ✓ obtain necessary town or city permits

At Least 2 To 4 Months before Moving Day

- ✓ Hire movers: **Diamond Relocation, Inc.**
- ✓ order signage for new location
- ✓ hire commercial cleaning service
- ✓ order change of address labels
- ✓ order new location Internet access
- ✓ evaluate and upgrade your phone system
- ✓ order new location phone lines & services
- ✓ evaluate server room needs
- ✓ order furniture, desks, chairs, modular cubes

Between 1 And 2 Months before Moving Day

- ✓ assign office locations to employees
- ✓ dispose of useless items and clear out the clutter
- ✓ update company web site
- ✓ get insurance quotes for new space
- ✓ arrange for copier move or buy new equipment
- ✓ order keys and access cards
- ✓ arrange for office coffee service
- ✓ order vending machines
- ✓ order checks and update financial records
- ✓ build out new office

Month before Moving Day

- ✓ inventory existing computers
- ✓ inventory and tag existing furniture
- ✓ store property that will not be moved
- ✓ obtain moving crates and cartons
- ✓ pack up common areas
- ✓ tag all wall items and move to central location
- ✓ install modular furniture
- ✓ install phone system
- ✓ assign new phone numbers, extensions
- ✓ order utilities
- ✓ notify Post Office of change of address
- ✓ send change of address to vendors and customers
- ✓ order new stationery

One Week before Moving Day

- ✓ map out the new location by number
- ✓ pack up desks, personal spaces
- ✓ take down modular furniture
- ✓ label all packed items according to new location
- ✓ back up computers
- ✓ empty, defrost, and clean refrigerator
- ✓ inspect the new office location
- ✓ reserve freight elevators and loading docks
- ✓ distribute new keys, cards
- ✓ do NOT schedule important client meetings and new hires for move days
- ✓ finish any last-minute tasks

The Day of the Move

- ✓ keep most employees out of both offices
- ✓ maintain open main moving paths
- ✓ move plants by certified personnel
- ✓ set up a "Lost and Found"
- ✓ finish cleaning out old office
- ✓ collect old keys, cards
- ✓ re-hang office art