



Phone - (404) 437 - 6338
P.O.Box 1413 Decatur GA 30031
Email id - INFO@MAKEAMOVEATL.COM
www.makeamoveatl.com

Office Moving Checklist

- **Packing prep:**

- Pick the date and order and distribute boxes
- Rent crates (if applicable)
- Order and distribute packing materials
- Order and distribute labels and markers
- Provide clear instructions for packing
- Determine who will pack filing cabinets, supply cabinets
- Determine who will pack common areas (reception, pantry, library, etc.)
- Make arrangements to have live plants moved
- Make arrangements to move framed pictures and any special artwork

- **Move management prep:**

- Make complete inventory
- Document network log-ins, access, print spooling, etc.
- Perform complete backup of network
- Perform complete backup of telephone system
- Document telephone extension, pooling groups, etc.
- Select department coordinators
- Create packing/labeling guidelines
- Arrange to have PCs packed/moved
- Determine who will work on move weekend
- Arrange for packing/moving of copiers
- Arrange for disassembly/reassembly of modular furniture
- Arrange to pack/move networking equipment and servers
- Arrange to prep/move telephone system
- Arrange for elevator access (both sites)
- Schedule parking and unloading at new site
- Obtain any special moving/parking permits



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- Determine building restrictions for move hours
- Arrange for protection of floors, walls and elevators
- Clean up/demo old site
- Remove old cabling?
- Arrange for special trash pickup
- Perform final cleaning?