

OFFICE RELOCATION CHECKLIST

	Task	Phase	Owner
■	Define move timeline and key milestones	Planning	Management
■	Assign an internal move coordinator	Planning	HR / Ops
■	Inventory all office furniture and equipment	Planning	Facilities
■	Obtain at least 3 commercial moving quotes	Planning	Operations
■	Audit all IT hardware, servers, and cabling	IT	IT Manager
■	Back up all critical data before move date	IT	IT Team
■	Plan new office network infrastructure	IT	IT Manager
■	Label all equipment and cable connections	IT	IT Team
■	Notify vendors, clients, and postal address	Operations	Admin
■	Update business listings and website address	Operations	Marketing
■	Arrange building access and elevator booking	Operations	Facilities
■	Confirm mover arrival time and access points	Move Day	Coordinator
■	Supervise loading of all sensitive equipment	Move Day	IT + Facilities
■	Test all systems and connectivity on arrival	Move Day	IT Team
■	Walk through old office to confirm nothing left	Move Day	Coordinator