

# Moving Checklist

## 1-2 Years

- Engage a Project Manager to start the planning process. They will assemble all required project teams including, consultants, design firms, contractors and vendors. By coordinating and communicating effectively to all team members throughout the process--they will protect your interests.
- Review the existing floor plan of your current office layout: Working with your project manager, review the existing floor plan to get a full overview of how the space is being used. Evaluate current space to address future goals. Ask yourself: Do you expect rapid business growth within the next 5 years? Would you like to reduce the employee square footage? Are you scaling back your employee count in order to grow at a faster rate?
- Develop a proposal for potential office space, as well as negotiate for land or office space: Your project manager will develop and negotiate all aspects associated with potential space.

## 180 Days

- Establish teams for different aspects of the move such as IT relocation, office furniture, and design: Your project manager will act as an extension of your team to help ensure that timely decisions are made and will effectively manage the relationships between the different vendors and departments.
- Take inventory of all existing office equipment and furniture, artwork, servers and PCs: By compiling a full inventory, you can assess what needs to be replaced and you will be able to provide more concise information to potential moving companies.
- Obtain blue print: your project manager will provide you with a blue print of your new office location so you have a better idea of the space.
- Determine the placement of major items like computers, printers (community and personal) and other shared office equipment such as fax machines, scanners or shipping label makers.
- Create a proposed furniture orientation /office layout: A Bellia workspace consultant help you create a proposed office layout to bring your vision to life. They will ensure the layout of the space, the furniture chosen and the overall mood of the design reflects your company and all of the needs you've identified. They can work hand in hand with your interior designer or Bellia can provide one.
- Discuss changes in insurance after the move and begin to get proposals and risk analysis.

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**Co-Working Space:** The Graham Building 30S. 15<sup>th</sup> Street, Philadelphia,  
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- Send memo to all staff members communicating that critical files will need to be backed up. Get a concise list of all of the files.

## 100 Days

- Take a look at your hard files: Do you have enough space at the new location? Do you need access to all of them? In order to save space in the new location or if downsizing your space, consider moving unneeded files to offsite storage.
- Discuss how your files will be backed up: Together with your project manager and IT department, determine how your files will be backed up. Make sure your company has a back-up plan if vital computers or servers are harmed in the move.
- Do a test restore: Have your IT department do a test restore to ensure the moving protocol will be effective. Keep in mind you will want to do another test restore prior to moving.
- Provides the final measurements of your space: The project manager will provide the final measurements of your space to your Bellia workspace consultant and all manufacturer orders will be placed
- Provide moving costs: Project manager will provide you with moving and all other associated costs
- Determine exactly where voice and data lines are needed: Don't forget to double check that the service you plan on using is available at the new location.
- Conduct an on-site inspection: Together with your project manager, conduct an on-site inspection. This will allow time to correct construction issues prior to occupancy.

## 60 Days

- Contact manufacturers and review options for office technology such as computers and copiers.
- Order new business cards and stationary reflecting the new location and contact information.
- Tell your employees about the move.
- Workplace consultant places your order for carpeting.

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- Finalize office phone details, such as picking a company, re- serving phone numbers and additional services.
- Call a meeting with the key members of your staff, even those who are not involved with the move. Review the vendors, relocation plans and dates with everyone. Communication helps ensure everyone involved with the move is on the same page.
- Create a master list of all vendors: Project manager will provide you with a list of all vendors including contact numbers, emergency numbers and the sales person cell phone number.
- Confirms installation dates and relocation dates with all vendors: Project manager will confirm dates to ensure everything is on schedule. It is good idea to do this eight, six and four weeks before the move.
- Have phone wires installed.
- Complete an additional test restore: IT Department or IT relocation specialist will perform test restore to ensure the moving protocol will be effective.
- 42 Days**
- Confirm installation dates and relocation dates with all vendors to ensure that everything is on time.
- 30 Days**
- Decide if your move will require a back-up power supply: Decide whether your back-up power supply will be a UPS or generator. A UPS is a battery back-up and will only supply power for approximately one hour, but a generator can supply power indefinitely. New construction should seriously consider this option. Having back-up for your servers is also recommended. Think about how your business will handle a loss of power.
- Verify details and contact building managers to reserve elevators for moving day.
- Assess the new location to ensure that movers have access to the areas they need: Take a representative from the moving company, preferably someone who will be there on moving day to see the new location.
- Confirm installation dates and relocation dates with all vendors to ensure that everything is on time.

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- Prepare a list of the new phone numbers, if getting new numbers. Additionally, to communicate all new numbers and the new address with employees.

## 10 Days

- Recheck risk management concerns and timeline: Since moving day is on the horizon, make sure everything is in line as planned and recheck your risk management concerns.
- Install carpet
- Send moving agenda to all employees and verify your contact information for all employees. As your compiling this information, verify the cell phone numbers of your relocation team leaders.

## 7 Days

- Test new phone numbers: One week before you move into your new location, all new phone numbers should be tested.
- Furniture Delivery

## 2 Days

- Complete all packing and labeling: Consider using a number system where each office area is assigned a number and then you can simply and clearly label each box with its corresponding area number. If you do decide to do this, make sure to give the movers and involved employees a key to your coding system.

## 1 Day

- Installation

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