

Move Checklist – Things To Do

Preliminary

Countdown

- | Item | Finished |
|---|--------------------------|
| 1. Approve lay out of offices..... | <input type="checkbox"/> |
| 2. Mark electric/telephone on lay out..... | <input type="checkbox"/> |
| 3. Select a Move Coordinator, as needed..... | <input type="checkbox"/> |
| 4. Prepare purchase list for furniture, equipment, phone/data systems, stationary/forms, security system and any specialty items..... | <input type="checkbox"/> |
| 5. Confirm compatibility of current systems/equipment to replacements or additional systems/equipment to be considered..... | <input type="checkbox"/> |
| 6. Obtain Stationary/forms samples..... | <input type="checkbox"/> |
| 7. Identify new telephone number..... | <input type="checkbox"/> |
| 8. Obtain competitive proposals for furniture needed, analyze & order..... | <input type="checkbox"/> |
| 9. Obtain competitive proposals for equipment needed, analyze & order..... | <input type="checkbox"/> |
| 10. Obtain competitive proposals for Phone/Data Systems needed, analyze & order..... | <input type="checkbox"/> |
| 11. Order Stationary & Forms..... | <input type="checkbox"/> |
| 12. Obtain competitive proposals for Moving Company, analyze & schedule..... | <input type="checkbox"/> |
| 13. Advise current & new landlord of move date..... | <input type="checkbox"/> |
| 14. Arrange elevators/approvals with building to which and from which moving (typically done by moving co)..... | <input type="checkbox"/> |
| 15. Make extra copies of accurate floor plan..... | <input type="checkbox"/> |

- | Item | Finished |
|---|--------------------------|
| 1. Office constructed..... | <input type="checkbox"/> |
| 2. Telephone installed..... | <input type="checkbox"/> |
| 3. Change of address notices sent..... | <input type="checkbox"/> |
| 4. Cartons delivered from Moving Co..... | <input type="checkbox"/> |
| 5. Dumpster ordered, as needed..... | <input type="checkbox"/> |
| 6. Trash removal arranged..... | <input type="checkbox"/> |
| 7. Post office notified..... | <input type="checkbox"/> |
| 8. Packing..... | <input type="checkbox"/> |
| 9. Coding..... | <input type="checkbox"/> |
| 10. Confirm building directory listing..... | <input type="checkbox"/> |
| 11. Signage to & at office entrance..... | <input type="checkbox"/> |
| 12. All telephones working..... | <input type="checkbox"/> |
| 13. Training on new phones/equipment..... | <input type="checkbox"/> |
| 14. Accurate floor plan to mover..... | <input type="checkbox"/> |
| 15. Post move, identify any punch list items or outstanding issues and resolve..... | <input type="checkbox"/> |

For additional information, contact

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