

# Your Business Relocation Checklist

Relocating your business requires detailed planning and clear communication. Use this checklist to stay organized through each phase of your business relocation—from early planning to post-move setup.

## 6-12 Months Out

### Step 1: Start Early Planning for Your Office Relocation

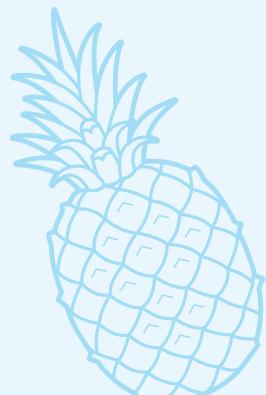
- Review your current lease agreement and note any termination requirements
- Set a realistic relocation budget, including moving services, IT, and contingency costs
- Identify your ideal move date and work backward to build a relocation timeline
- Begin researching and touring new office spaces, considering future growth needs, proximity to clients/partners, and parking needs
- Finalize the new lease agreement
- Notify leadership and begin internal discussions about the

### Step 2: Build Your Relocation Team

- Assign a project lead to coordinate logistics and manage the relocation checklist
- Define clear responsibilities for key team members (IT, facilities, HR, etc.)
- Communicate the move to employees and set expectations
- Start compiling a list of external vendors and service providers to notify
- Develop a communication plan for clients, partners, and service providers

### Step 3: Choose the Right Commercial Movers

- Once you have a moving date, reach out to several commercial movers to get quotes for your business relocation
- Evaluate each potential partner's:
  - ✓ Experience with similar moves
  - ✓ Ability to provide proof of insurance
  - ✓ Capacity for off-hours moves
  - ✓ Willingness to provide uniformed staff, for moves occurring during business hours



## 3-6 Months Out

### Step 4: Coordinate Office Moving Logistics

- Reserve any key assets at both locations, including loading dock access and freight elevator access
- Confirm current and future address with your commercial movers, so they can vet the locations for potential access issues
- Prepare for IT transitions, including Internet and telephone setup at your new location
- Inventory all office furniture, electronics, and equipment
- Decide what to move, donate, sell, or replace
- Begin ordering any new furniture, furnishings, signage, supplies, and printed materials with your address, such as brochures or business cards

## Final Weeks Into Moving Day

### Step 5: Secure Final Confirmations & Last-Minute Details

- Confirm move date and access times with building managers/landlords and your chosen commercial movers
- Share the move day schedule with all internal stakeholders
- Clarify packing responsibilities with your movers and communicate any packing requirements to your team
- Prepare handling instructions for fragile or high-value equipment
- Update your business address with USPS, licenses, insurance, banks, and vendors
- Update your website, social media platforms, and email signatures
- Prepare an essentials kit to assist during moving day (tools, keys, floor plans, basic supplies)

### Step 6: Settle into Your New Location

- Prioritize critical areas for immediate setup, including IT systems, breakrooms and restrooms for staff, conference rooms, and reception areas
- Notify team members, clients, vendors, and partners when the move is complete
- Dispose of or recycle packing materials, ideally with the assistance of your commercial movers
- Conduct a final walkthrough of the old space and finish off any lease obligations
- Close any old utility accounts
- Celebrate the move with your team or hold a welcome-back meeting

#### **Need help with your Hawai'i office move?**

Reach out to our team for a complimentary quote. We have teams on O'ahu, Maui, Kaua'i, and both sides of the Big Island.



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