

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

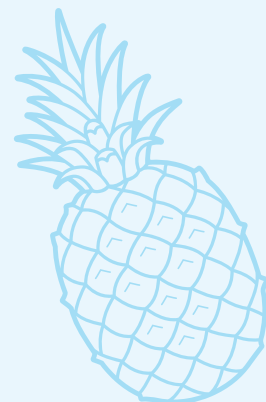
- ☐ Review your current lease agreement and note any termination requirements
- ☐ Set a realistic relocation budget, including moving services, IT, and contingency costs
- ☐ Identify your ideal move date and work backward to build a relocation timeline
- ☐ Begin researching and touring new office spaces, 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

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