

RELOCATION TASK LIST

This “task list” and “timetable” have been developed to help you organize your move and can adapt to any project.

Responsibility	Due/Done	Relocation Task	Comments
-90 DAYS			
		Form a relocation committee.	
		Define any special use licenses, permits, variances or inspections required prior to the move.	
		Create a master relocation project schedule.	
		Inventory all furniture, fixtures and equipment (FF&E).	
		Decide which furniture and equipment to keep and which to discard, sell or donate.	
		Schedule refurbishing of existing furniture. Schedule pick-up and delivery to coincide with move.	
		Determine ease of access and ingress at origin and destination, checking doorways, stairwells, loading docks, elevators and hallways for obstructions.	
		Confirm building rules and regulations at both locations.	
		Determine security procedures for the move (ID badges, sealing files, guards, etc.).	
		Verify whether or not there is adequate parking facilities at both locations to accommodate everyone involved with the move.	
		Create Request for Proposal (RFP) package.	
		Collect and analyze mover’s estimates, selecting the appropriate vendor.	
		Check existing insurance coverage to be sure all assets will be covered during the move.	
		Ascertain damage claims, touch-up and repair procedures. Discuss qualifications of alternative repair services prior to the move.	

RELOCATION TASK LIST (Continued)

Responsibility	Due/Done	Relocation Task	Comments
-90 DAYS (Continued)			
		Research new telephone systems and installation, if necessary. Select and order new telephone equipment.	
		Arrange for telephone lines and services at new location. Have recording placed on old telephone number directing callers to your new number.	
-60 DAYS			
		Implement communication plan to keep all employees informed about the progress of the move.	
		File change of address forms for the company with the post office, filing a separate form for each individual employee.	
		Create a master list of clients, customers, banks, insurance agents, services, subscriptions, vendors, etc. Begin notifying everyone of your upcoming move and new address.	
		Approve and order building signage, if applicable.	
		Order lobby director listing for new location from building manager.	
-45 DAYS			
		Schedule press releases, newspaper articles, etc. announcing your relocation.	
		Determine a cost efficient means to use remaining old stationary (such as cutting down to logo note pads, etc.) to transition to new stock.	
		Order new stationary, business cards, announcements, bank checks, rubber stamps, etc. (be absolutely sure about telephone number).	
		Clean files, store rooms, libraries, etc. Do not move what you do not need.	

RELOCATION TASK LIST (Continued)

Responsibility	Due/Done	Relocation Task	Comments
-15 DAYS (Continued)			
		Provide furniture layout for each office at the new facility showing placement. Arrange to have posted on move day.	
		Label all office, desk and file keys and store in a safe place.	
		Arrange with building management to have air conditioning on at both locations during the move. You will be billed for time outside of normal business hours.	
		Determine communications between origin and destination for move day.	
		Inform employees of their responsibilities with regard to the move day; what to do, when and where to report to work following the move.	
-7 DAYS			
		Discuss contingency plan with mover in the event of bad weather on move day.	
		Arrange to have a cleaning crew vacuum, dust furniture and clear trash and debris at the end of the final move day.	
		Have sufficient first aid kit on hand during packing, moving and unpacking.	
		Arrange to have plenty of trash receptacles strategically placed before and after the move to encourage neatness. Set up a place to store and/or dispose of cartons after unpacking.	
		Distribute parking passes, security cards and/or keys for new facility.	
		Develop "punch list" of tasks to be completed by the contractor, and items to be delivered and installed.	
		Confirm that the Certificate of Occupancy and any other required permits and/or licenses have been obtained.	

RELOCATION TASK LIST (Continued)

Responsibility	Due/Done	Relocation Task	Comments
-7 DAYS (Continued)			
		Re-confirm that telephone will be up and operating on or before move day.	
		Develop contingency plan for computer malfunction during and after the move.	
		Determine schedule for unpacking and clean-up. Notify all employees.	
		Arrange for cleaning of old facility (vacuuming, trash removal, etc.).	
-2 DAYS			
		Establish who has authority to make last minute decisions and notify movers.	
		Place directional signs/maps, room and area labels and furniture plans at the new facility. Be careful not to damage wall finishes.	
		Set up an information and lost and found center.	
		Back up all computer systems. Hand carry backup files to new facility.	
		Determine when and where breaks are to be taken.	
		Get emergency phone numbers from building management in case you need to contact them during the move.	
		Arrange to have a small tool kit on hand for odd jobs which may arise.	
MOVE DAY			
		On move day, ensure that Penn protects all surfaces and doorways against damage.	
		Assign someone to be in charge at origin and destination to make decisions and answer questions.	

RELOCATION TASK LIST (Continued)

Responsibility	Due/Done	Relocation Task	Comments
MOVE DAY			
		Have beverages available for employees on hand for the move.	
		Have petty cash on hand for emergencies.	
		Before signing carefully read the bill of lading, indicating any damages before signing.	
		Make sure all furniture and boxes are placed for easy access by employees.	
AFTER THE MOVE			
		Have employee handbook on each employee's desk/workstation when offices open for business.	
		Transfer insurance to new location.	
		Confirm that forwarding recording is on old telephone number.	
		Confirm termination of old lease and return of any security deposits.	
		Confirm completion and delivery/installation of all items on the punch list.	
		Collect old parking passes, security cards and/or keys and return to old building manager.	
		Arrange maintenance and janitorial service at new facility, if necessary.	
		Audit final invoices before paying.	
		Update fixed asset inventory for all new furniture and equipment.	
		Send another change of address notification to everyone on the master list.	
		Enforce house-keeping rules.	
		CONGRATULATIONS ... CELEBRATE!	