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Move-in Checklist for Commercial Office Relocation

Move & Logistics Coordination

- Set the official move date(s) and obtain any necessary building permits, insurance certificates, and approvals.
 - For office moves in NYC, midweek days (Tuesday through Thursday) typically offer cost savings and reduced crowding, while weekends (Saturday/Sunday) can help minimize operational disruptions.
 - Consider budget, the need to limit employee downtime, and the availability of elevators and loading docks when selecting the move date.
- Confirm the assigned moving company, as well as the date and time.
 - Specify the total number of personnel who will be on-site and the expected duration of the move.
 - Designate one individual at your company to serve as the primary point of contact for communication among vendors, staff, and building management.
- Establish a maximum headcount for movers to prevent overcrowding and minimize disruption to other tenants.
- Inventory and label all items by color-coding boxes according to department or room.
 - The moving company should provide guidance on labeling procedures and develop a comprehensive move plan, detailing both origin and destination locations.
- Coordinate with building management to confirm available access times for loading docks, freight elevators, and permitted move hours.
- Prepare a contingency plan to address potential delays, such as arranging for extra labor, scheduling overtime, or securing backup equipment, particularly for elevator or delivery-related issues.
- Confirm whether the move requires a specific "move day window" (i.e., when building operations allow the greatest flexibility) in NYC.
- Determine whether the move will take place during business hours, after hours, during the weekend, or be phased over multiple days.

IT & Services Infrastructure

- Allocate and prepare the dedicated services, server, telecom, and network room.
 - Confirm that all environmental conditions are met, including adequate cooling, proper ventilation, power redundancy, and organized cable management.
 - Test all basic infrastructure well in advance of the full staff move. This includes verifying power, switches and routers, backup solutions, and related systems.
- If the company does not have a strong in-house IT team, it is advisable to engage a design/build IT/AV/security firm to oversee the process.

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- Schedule data, voice, power, and network wiring at least three weeks in advance.
 - This work should be coordinated by the design/build firm in collaboration with the client's in-house IT personnel.
- Confirm that telephone and voicemail lines, internet service, internal network connectivity, and intercom/access control systems are active and have been thoroughly tested.
 - Please note that ordering internet services early is critical, as lead times can extend up to 90 days, depending on the provider, building infrastructure, and the type of service required.
- Decide on the required number of workstations, docking stations, monitors, printers, copiers, and other peripherals.
- If relocating existing printers and copiers, schedule the vendor for equipment move and testing.
 - If purchasing new equipment, ensure that orders are placed early enough to allow for installation and testing prior to the move-in date.
 - Please note that equipment orders often require long lead times.
- Confirm the required number of access fobs, door key cards, phone extensions, and other access credentials, and ensure all are programmed and ready for use.

Office Supplies & Consumables

- Prepare a baseline supply list, including pens, pencils, notepads, notebooks, sticky notes, staplers, scissors, letter openers, desk organizers, tape, and other essential items.
- Desks, Chairs, and Storage: Place orders early to account for potential supply chain delays.
 - The furniture vendor should conduct an inventory of existing furniture being considered for reuse and coordinate with the planned furniture layout before placing new orders.
- Order enough printer paper, toner or ink, and backup cartridges.
- Confirm the availability of cleaning and maintenance supplies, such as trash liners, wipes, disinfectants, and related items.
- Prepare the kitchen and break area by restocking the refrigerator, coffee and tea supplies, utensils, microwave, microwave-safe containers, disposable cups, plates, cutlery, napkins, and other necessities.

Workspace Layout & Ergonomics

- Finalize workspace layout plans, including reception area, private offices, open workstations, communal meeting and conference rooms, lounge or break room, and server room.

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- Allocate monitors, docking stations, and equipment appropriately for each staff member.
- Incorporate ergonomic solutions such as chairs, standing or adjustable desks (if applicable), monitor arms, keyboard trays, and footrests.
- Confirm wiring routes, cable covers, and ensure power distribution meets safety standards.
- If branding or signage is required, confirm the placement of internal wall signage or logos, obtain building or management approval, order signage, and schedule installation.

Communications & Stakeholder Notification

- Draft and send notifications to clients, partners, vendors, and service providers announcing the move.
 - Be sure to include the new address, the effective move-in date, updated contact information, and details regarding any anticipated temporary downtime.
- Update company contact information across all platforms and materials, including email signatures, voicemail greetings, letterhead, invoices, contracts, marketing materials, the company website, and directory listings.
- Submit change-of-address notices as necessary, including requests to the USPS for mail forwarding, regulatory filings, and notifications to banks, insurance providers, utility companies, and licensing bodies.
- Coordinate with building management to confirm key or fob handover, complete a final security check, conduct a walkthrough, and address any punch list items.
- Prepare a media release emphasizing the advantages provided by the new location.

Building and Security

- Security Access System: Manage keycards, alarm codes, and door locks.
 - Some buildings may allow integration of client cards with the building's security card access system if the appropriate security software is purchased.
- Coordinate Building Access: Confirm the move-in date, arrange for loading dock access, and reserve the elevator as needed.
- Insurance Certificates (COIs): Obtain and provide certificates of insurance for movers and vendors, as required by most building managers.
 - All buildings require COIs and Workers' Compensation certificate documentation.
 - Clients should also secure new liability and Workers' Compensation coverage as specified in the lease, ensuring protection for both the facility and staff.

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- Emergency Procedures: Review the building's fire and safety protocols to prepare for staff orientation.

Additional Considerations

- Waste & Recycling – Coordinate with building management or a third-party hauler to ensure proper waste removal and recycling procedures are followed.
 - Maintain regular communication to address any issues and to comply with local regulations.
- HVAC & Maintenance – Verify all service contracts and confirm any required maintenance obligations as specified in the lease.
 - If the client is assuming responsibility for an existing system, research the units' serial numbers to determine their remaining useful life.
- Cleaning Services – Schedule both pre-move-in and post-move-out cleanings.
 - The company should also arrange for special cleaning of items such as glass office fronts and pantry floors, which are typically not included in standard daily cleaning contracts.
- Restrooms & Supplies – Ensure that restrooms are fully stocked with toiletries, cleaning materials, and basic maintenance tools.
- Pest Control – Depending on the building, some firms establish a monthly contract with a pest control company.
- Lobby Branding – Coordinate the placement of company logos and secure all necessary approvals for building signage.