Office Move Checklist

Pre-Move Preparation:

- Inventory Mapping

- Vendor Contracts

- Communication Plan

Packing Phase:

- Labeling System

- Fragile / Sensitive Equipment Handling

Transport Phase:

- Logistics Provider Details

- Insurance & Backup Plan

Setup Phase:

- IT / Network Testing

- Seating Plan Execution

- Pantry / Washroom Setup

Post-Move:

- Feedback from Employees

- Issue Tracking Sheet

- Final Sign-off