

Office Move Checklists

Printable Guides for Small Business Office Relocations • 2026

Pre-Move Checklist (6–12 Months Planning)

■	Define clear move goals and appoint internal project manager
■	Set detailed budget with 15-20% contingency
■	Inventory all furniture, IT assets, and equipment
■	Research locations, tour spaces, compare office types
■	Review current lease and negotiate/sign new one
■	Hire movers and coordinate IT/utility vendors
■	Develop timeline and employee communication plan
■	Backup all data and plan new IT setup

Moving Week Checklist

■	Assign on-site point person
■	Final walkthrough of old space
■	Move IT/servers first
■	Label and organize new space
■	Confirm access and building rules
■	Document damage with movers
■	Access essentials box (chargers, supplies)
■	Set up priority workstations

Post-Move Checklist (First 30 Days)

■	Test all IT, internet, phones, security
■	Orient team to new space
■	Update address everywhere (website, official records)
■	Notify clients and vendors
■	Review budget vs actual costs
■	Gather feedback and optimize layout
■	Celebrate the successful move!

Tip: Print and use a pen to check off items. Add notes in the margins or on the back.

From Small Biz Tipster by Lisa Sicard • inspiretothrive.com