

CORPORATE MOVE CHECKLIST



INDIVIDUAL MOVE CHECKLIST:

- Take home all personal items prior to the move. Personal items can be returned after the move.

- Pack all relocating office content into the move totes.

Note: Please do not pack your phone or computer. These items will be handled by others.

- Verify all desk and cabinet drawers have been emptied.
- Check around desk area and shared storage areas. Remove and pack/purge all items belonging to you.
- Write the following information on the label:
 - New building and floor number
 - Assigned location number (reference move plan)
 - First name and last initial

- Stack the move totes on the mobile bases and place them so that they do not impede access in the walkways.

- Label totes with the proper color move label. Place label on the short side of the plastic move tote so that they are visible. Do not place the label on the top of the move tote.

- Label your computer system. Place the label on the back of the monitor and the top of the computer CPU, along with docking station, mouse, and keyboard.

- Unlock desk and cabinets and tape the keys to the top of each.

- Wipe down desktops and cabinets.

- Assist your teammates in packing other common areas that are .

DEPARTMENTAL MOVE CHECKLIST:

- Prior to the move, verify that all relocating content in all common areas, break rooms, storage rooms have been packed and the proper color move label with the correct information is on the relocating items.
- All items to be purged should be brought to the identified location.
- Verify all relocating staff have completed packing and labeling of their content.
- Verify all shared printers, fax machines, and other electronic equipment has been labeled.
- On move day, provide access to all rooms and file cabinets that will be packed by the mover.
- Keep all identified confidential and sensitive files secure until they are ready to be moved. When these files are ready to be packed, please provide chain-of-custody oversight from your existing location to the new building.
- On the day of the move, collect existing access cards and keys.
- Distribute access cards and keys for new facility.
- Contact facilities if you have documents that need to be shredded so they can provide the proper bins.

