

CHECKLIST

A step by step guide to the relocation process

Preliminary

- Notify present landlord of termination date
- Advise staff of date and location of move
- Create a master change-of-address list

Pre-Move - General

- Pre-book elevators and loading docks for moving day
- Tender and award moving contract
- Tender and award telephone and computer cabling
- Inventory existing furniture
- Pre-order any new office furniture and equipment
- Order new stationary
- File change-of-address forms with post office and forward mail
- Check your insurance coverage for the move
- Confirm the Certificate of Occupancy and any other required permits or licenses have been obtained
- Mail moving notices—banks, clients and customers, accounts receivable and payable etc.
- Hold a project team meeting at new premises three weeks prior to move
- Schedule public relations effort, including plans for news releases, articles
- Change locks / access codes
- Decide on security procedures for the move
- Arrange for listing on lobby directory of new building
- Arrange for post-move cleaning

Pre-Move - Internal

- Organize a “staff moving committee” if appropriate and delegate responsibilities
- Finalize new seating plan and identify each location so labels can be prepared
- Develop a master relocation project schedule
- Schedule and implement a regular program of clean-up (purge files, dispose of worthless material)
- Schedule staff for unpacking
- Arrange for off-site storage of old files
- Pack and label all contents
- Arrange for staff to tour new premises

- Schedule post move training for security, fire, and life safety procedures at the new facility
- Distribute access cards and keys for new premises

Moving Day

- Arrange with the building manager to have the air conditioning in operation during the move
- Remove computer equipment (server) and phone system prior to arrival of movers and commence reinstallation at new site
- Draft an emergency contact list for vendors/suppliers

Post Move

- Re-Install and test telephone system
- Distribute new phone list and map showing location of different departments
- Re-Install and test all computers
- Do a detailed walk-through of the premises and report any damage to the moving company
- Transfer your insurance to the new location. Obtain Certificates of Insurance from your insurance company
- Reconfirm the termination of old leases and the return of security deposits
- Collect all parking passes, security cards and keys for the old facility. Confirm the return of any deposits held by the landlord for these items
- Audit final invoices against contracts and progress payments and pay retention
- Complete and file all warranty information for all new furniture and equipment
- Update fixed asset accounting system for any new furniture and equipment purchased
- Confirm change of address corrections made
- Schedule press release and client announcement (if different from moving notice)

Provided by:

The Tenant Representation Division of Las Vegas

www.colliers.com

Taber Thill, SIOR

Senior Vice President

702.836.3796

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Colliers
INTERNATIONAL

3960 Howard Hughes Pkwy., Ste.150 | Las Vegas, Nevada 89169

www.colliers.com

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