

MOVE PLAN TIMELINE & CHECKLIST



Four to Six Weeks Prior to Move:

- ❑ Establish internal move committee and schedule weekly pre-move meetings
- ❑ Select personnel to oversee the move-out and move-in process at both Origin and Destination Offices
- ❑ Meet with BRG OfficeMovers consultant to review color coded numbering system of all items moving
- ❑ Review with BRG OfficeMovers consultant the employee packing, labeling and preparation responsibilities.
- ❑ BRG OfficeMovers consultant will provide all materials for move such as move placards, labels, along with E-Crates and/or moving cartons.
- ❑ Plan & Schedule all Telephone & Data services at each location.
- ❑ Encourage Employees to dispose of all unnecessary materials.
- ❑ Schedule and confirm the move with the Building Management at both Origin and Destination facilities.
- ❑ Note: You may be required to move after business hours or on the weekend to avoid disruptions for other tenants during normal business hours.

Two Weeks Prior to Move:

- ❑ Schedule delivery of cartons and equipment to the Origin location
- ❑ Schedule Employee packing & Labeling training seminars (internally or with BRG OfficeMovers consultant)
- ❑ BRG OfficeMovers can supply packing seminar training documents as needed.
- ❑ Confirm completion date and time for all new or relocating furniture installation.
- ❑ Label all furniture and equipment using the predetermined coding system
- ❑ Install all common area, office and employee workstation placard and directional signage at the new facility.
- ❑ Establish food /beverage plans for employees working the move
- ❑ Confirm Building arrangements and elevator reservations as needed.



- ❑ Secure and confirm all “COI” or Certificate of Insurance is on file with building management at Origin and Destination.
- ❑ Schedule and confirm contacts for elevator and telco technicians in case of an emergency.
- ❑ Implement a lost and found location for all unidentified items that may need to be reviewed for correct disposition during the move.

24 Hours Prior to Move:

- ❑ Establish who has the authority to make all last minute decisions.
- ❑ Confirm with all move managers and employees involved the approximate length of the move, start and completion times.
- ❑ Confirm everything has been packed, labeled, and secured.
- ❑ Familiarize your move team with the move plan, new building floor plan, and labeling system

Move Day:

- ❑ Ensure company representatives are properly identified and introduce them to the BRG Office Movers supervisor(s).
- ❑ Review any high value goods or items of special concern with move supervisors
- ❑ Review truck access at Origin and Destination with move supervisors/drivers
- ❑ Review Origin and Destination floor plans with move supervisors.
- ❑ Establish post-move report process with company move managers to ensure all employees have outstanding needs accounted for when move is complete.
- ❑ BRG OfficeMovers can provide post move reports as needed.
- ❑ Perform final walk-through of both the Origin and Destination facilities with your BRG OfficeMovers supervisor.
- ❑ Confirm schedule for removal of all cartons and equipment after the move.
- ❑ If desired, BRG Office Movers can return a few days after the move is complete to “fine-tune” any furniture needs for employees. This should be scheduled prior to your relocation.

