

Moving to a new office space is not an easy task. Whether you're moving to a new floor in the same building or across the country, office relocation is complicated, regardless of the size of your company. The LOTH team is committed to helping your relocation be successful and minimizing disruptions to your business. We've put together this helpful 6-month moving checklist and timeline to help you stay organized along the way.

## MONTH 6: PRELIMINARY PLANNING AND ASSESSMENT

### 1. Assessment and Inventory:

- Conduct a thorough assessment of current office assets and inventory.
- Identify equipment and furniture that will be relocated, replaced, or disposed of.

### 2. Budgeting and Planning:

- Develop a relocation budget, including costs for moving services, new leases, and any necessary renovations.
- Begin planning the layout of the new office space. Oftentimes, you will need to use an [experienced space design consultant](#) to help you envision the new layout of your space.
- Research an [office furniture vendor](#) to help you with any new furniture requirements you may have for your new space

### 3. Hire a Relocation Team:

- Select a [professional moving company](#) and coordinate initial discussions.

## MONTH 5: LOGISTICS AND LEGAL CONSIDERATIONS

### 4. Legal and Lease Review:

- Review current lease agreements and negotiate exit terms.
- Ensure compliance with legal requirements for the new location.

### 5. IT and Technology Planning:

- Assess [technology needs](#) and plan for the relocation of IT infrastructure.

## MONTH 4: COMMUNICATION AND EMPLOYEE INVOLVEMENT

### 6. Communication Plan:

- Develop a communication plan to keep employees informed.
- Communicate the relocation details, timeline, and expectations.

### 7. Employee Engagement:

- Involve employees in the planning process, gather feedback, and address concerns.
- Create a relocation guide with information about the new location.

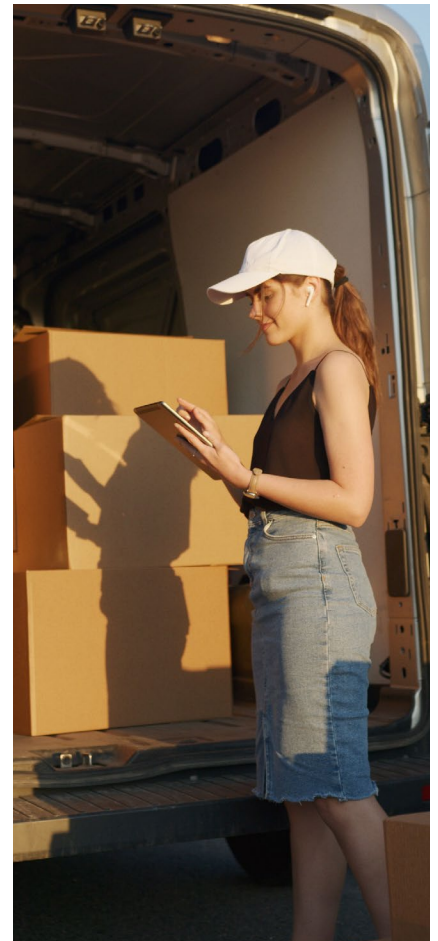
## MONTH 3: LOGISTICS AND VENDOR COORDINATION

### 8. Vendor Coordination:

- Confirm relocation details with the moving company and any other vendors involved.
- Coordinate with suppliers for the delivery of new furniture and equipment.

### 9. Update Contact Information:

- Update the company's contact information with relevant parties, including clients, vendors, and service providers.



## MONTH 2: FINALIZING DETAILS

### 10. Finalize IT and Technology Transition:

- Schedule the transfer of IT systems and ensure minimal downtime during the move.
- Update contact information on the company website and social media.

### 11. Packing and Labeling:

- Start the packing process, labeling items for easy unpacking.
- Develop a system for marking boxes with the destination location.

## MONTH 1: PREPARING FOR MOVING DAY

### 12. Employee Training:

- Conduct training sessions for employees regarding the new office procedures and layout.
- Confirm that everyone is aware of their responsibilities on moving day.

### 13. Final Walkthrough:

- Conduct a final walkthrough of the new office space to ensure everything is ready.
- Confirm arrangements with building management for move-in day.

## MOVING DAY: EXECUTION AND TRANSITION

### 14. Moving Day Logistics:

- Oversee the moving process, ensuring all items are loaded, transported, and unloaded efficiently.
- Have an IT support team available for any unforeseen technology issues.

### 15. Post-Move Inspection:

- Inspect the new office space after the move to address any immediate concerns.
- Unpack essential items and set up workstations.

## POST-MOVE: FOLLOW-UP AND EVALUATION

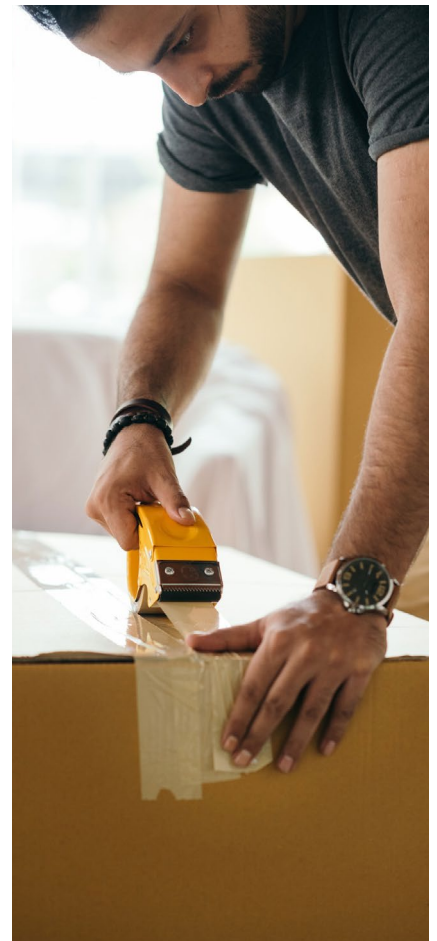
### 16. Employee Welcome:

- Host a welcome event or gathering in the new office to foster a positive atmosphere.
- Address any concerns or issues raised by employees during the transition.

### 17. Evaluate and Adjust:

- Conduct a post-move evaluation to identify what worked well and areas for improvement.
- Make any necessary adjustments to improve the efficiency of future relocations.

By following this comprehensive 6-month checklist, your office relocation should be a well-planned and organized process, minimizing disruptions to your business operations.



## OUR SERVICES



### Office Furniture Curation:

- Our team selects curated furniture solutions based on your needs, aesthetics, and budget.



### Move Management:

- Move furniture and assets with care to your new space.



### Space Design:

- Full-service space design and planning.



### Decommissioning:

- Removal of existing inventory.
- Identify sources for recycling / charitable needs.



### Inventory Management:

- Manage, track, and take control of stock.



### Installation:

- Manage short- and long-term projects on your behalf.

