TRANSFER ENTERPRISES | TEDESK

The Complete Office Move Checklist

From planning to move-in day — everything to cover before, during, and after your office relocation.

HOW FAR IN ADVANCE SHOULD YOU START?

Small office (under 50 people): start planning 2–3 months out.
Larger office or full floor: start planning 4–6 months out, especially if furniture needs to be custom-built or ordered.

STEP 1: Plan the Move & Set a Budget

- [ ] **Confirm your timeline.** Work backward from your lease end date or new-space availability, and build in buffer time.
- [ ] **Set a budget.** Account for movers, new furniture, decommissioning/liquidation, and IT/data reconnection.
- [ ] **Assign ownership.** One internal point person coordinating with your moving and furniture partner.
- [ ] **Walk the new space early.** A rough floor plan helps decide what furniture moves with you.

STEP 2: Decommission Your Current Space

- [ ] **Sort your furniture.** Three piles: moving, liquidating, undecided. Resolve the "undecided" pile early.
- [ ] **Check your lease.** Look for "broom clean" or restoration requirements before move-out week.
- [ ] **Decide what happens to what stays behind.** Resale, donation, refurbishment, or recycling — not a dumpster.
- [ ] **Coordinate timing with your liquidation partner.** Their schedule should work backward from your move-out date.

STEP 3: Pack & Protect What's Moving

- [ ] **Label everything by destination.** Floor, room, and desk — not just contents.
- [ ] **Disassemble large furniture in advance.** Rather than leaving it for moving day.
- [ ] **Protect finished surfaces.** Moving blankets and corner protectors are cheap insurance.
- [ ] **Flag fragile or high-value items.** Glass, electronics, and art — before loading, not after.

STEP 4: Prepare & Install the New Space

- [ ] **Finalize the floor plan first.** Before furniture arrives, not during installation.
- [ ] **Order furniture with lead times in mind.** Custom or made-to-order pieces can take weeks.
- [ ] **Schedule delivery/installation in phases.** If the space is large, bring parts of the office online sooner.
- [ ] **Test the workspace before the team arrives.** Network drops, outlets, and ergonomic setup.

STEP 5: Move-In Day & the First Week

- [ ] **Do a final walkthrough of the old space.** Against your lease restoration requirements.
- [ ] **Confirm everything arrived correctly.** Easy to skip, hard to fix later if something is missing.
- [ ] **Give the team a short orientation.** Especially for a new layout or booking process.
- [ ] **Follow up on punch-list items.** Resolve them in the first week, not the first month.

Need the full walkthrough? Read the complete guide at tedesk.com/office-move-checklist.

Planning an Office Move?

Transfer Enterprises handles delivery, installation, liquidation, and decommissioning as one coordinated project — not three separate vendors on three separate schedules.

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