

# Agenda for Move Planning Meeting - Kick Off

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| Project Name: | Date: |
| Project Location: | Planner/Project Manager: |

**Attendees:**

**Discussion Overview/Move Checklist**

**Meeting Introduction & Checklist Review – moves, small renovations & leased space**

1. ☐ Schedule a planning meeting with senior management and assign duties.
2. ☐ Create a floor plan for the new office space (if not yet completed
3. ☐ Obtain quotes from professional movers and seek funding approval
4. ☐ If moving to leased space discuss your moving plans with your insurance agent and review what your policy covers. Obtain replacement coverage for items that may get damaged during the move.
5. ☐ Give notice to your landlord according to your lease agreement (if applicable)
6. ☐ Meet with contractors for necessary renovations for the new space. Painting, new carpeting, and electrical work may be required.
7. ☐ Contact your telecommunications provider and arrange for phone and connectivity changes.
8. ☐ Update HRMS and space information system with your new location and space numbering information.
9. ☐ Establish regular move meetings with management staff and consultants regarding the move and iron out any problems.
10. ☐ Talk with your transportation and security staff and local authorities regarding the move, especially if you will be moving items that require a wide-load vehicle and you need help with traffic.
11. ☐ Send over some staff to the new place to coordinate details relating to furniture, cubicles, and other office supplies.
12. ☐ Contact information technology staff member to coordinate all computer and telephony-related issues during the move, including setting up new IP addresses and coordinating the placement of new network jacks.
13. ☐ Back up important data and shred what you no longer need. Lighten your load by scanning documents and shredding hard copies whenever possible. Follow the universities record management policy when doing this.
14. ☐ Meet with all staff and answer any questions and address all concerns (on a scheduled frequency). Make all staff changes before the move.
15. ☐ Take inventory of all office equipment and furniture. Write down serial and product numbers. Determine what to take and what to sell, donate, recycle, or throw away.
16. ☐ As applicable, order new office supplies and furniture. A move is a good time to upgrade computers and worn out furniture.
17. ☐ Delegate packing details to each department. Each staff member should pack up their own office and move their own personal items. They should label each box with their name, department, and any other identifying information.
18. ☐ Contact vendors for moving certain items, like vending machines, copiers, and printers that are still under lease or warranty.
19. ☐ Pack inventory according to its use. Label boxes with its destination and contents. (use mover instructions based on move company being utilized)
20. ☐ Arrange for disposal and recycling of hazardous materials that cannot be moved.
21. ☐ Walk through the new space and ensure everything is as expected. Negotiate and work out last-minute details with contractors and the property management company.
22. ☐ Follow-up with service providers, utility companies, etc., and ensure that everything is set for moving day.
23. ☐ Complete the final walk-through of the new place with the new property management or customers as applicable – with project manager and move vendor, pre and post move.
24. ☐ Meet with the designated IT professional and ensure that all computer and telephony equipment is being delivered and setup as expected. See if additional furniture or shelving is needed.
25. ☐ Minimize productivity loss by moving staff slowly rather than all at once. The last ones to move should remain productive until the day before their turn to move.
26. ☐ Department administrative staff should be in charge of packing up community kitchen and office supplies, plants, and anything else that may get left behind.
27. ☐ De frost the office refrigerator and ice machines the night before the move (office staff).
28. ☐ Work with department to change mail addresses; ensure that staff are at the new location to receive deliveries and customers.
29. ☐ Ensure services are in place and have been coordinated with facilities operations and/or landlord
	1. Custodial
		1. Contacts
		2. What to expect
		3. Frequency
		4. Custodial supplies
	2. Engineering – do updated orientation on FISC and Service now (Regina Sykes)
	3. EH&S
		1. Contacts
		2. What is required from EH&S to open a space including Chemical, Biohazard, and Radiation use
	4. Protective Services
		1. Contacts
		2. Provide Protective Services with list of people working in the space
		3. Description of security for new space