

MOVE PLAN CHECKLIST



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Planning is crucial to minimize the cost of a commercial move, and it takes experience to develop an effective plan. Your Shur-Way representative is your relocation resource ... helping you orchestrate your entire move from plan development to implementation and everything in between, including:

- ◆ Department by department surveys, budgets and inventories.
- ◆ Floor planning and building preparation.
- ◆ Timing and work area schedules.
- ◆ Staff and equipment needs.
- ◆ Packing and labeling classes for employees.

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FOUR WEEKS PRIOR TO MOVE:

- Establish a relocating committee and schedule weekly pre-move meetings.
- Develop a numbering system identified by color-coding.
- Select personnel to oversee removal from existing offices and receipt of all moved items at the new location.
- Assign packing tasks, schedule packing and distribution instructions.
- Your Shur-Way consultant will furnish necessary move preparation materials for your employees.
- Plan and schedule telephone service logistics at each location.
- Encourage employees to dispose of all unnecessary materials.
- Schedule move with building management at origin and destination.



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TWO WEEKS PRIOR TO MOVE:

- Label all furniture and equipment and use the predetermined coding system.
- Schedule delivery of cartons and equipment to the new location.
- Install all identification labels and directional signage at the new facility.
- Check on the Delivery of any new furniture to the new location.
- Establish food facilities during the move and a break area where staff may relax during the move.
- Confirm building arrangements and elevator service at each location.
- Secure all required permits and certificates of insurance.
- Schedule elevator and telephone technicians to be on call during the move
- Implement a lost-and-found department for all unidentified items and make company personnel and Shur–Way staff aware of it’s location.

24 HOURS BEFORE MOVE:

- Establish who has the authority to make all last-minute decisions.
- Define approximate time of completion.
- Review with your company representative where and when breaks will be taken.
- Confirm everything has been packed, marked and secured.
- Familiarize your company representatives with the building and the facilities.
- Review the floor plan and coding system.

MOVE DAY:

- Ensure company representatives are properly identified.
- Develop a checklist of items to be Covered with your Shur–Way Supervisors when they arrive
- Introduce company representatives to Shur–Way supervisors.
- Review the floor plan and coding system
- Perform final walk-through with your Shur–Way supervisor at each location.
- Schedule removal of all cartons and moving debris after the move.

