

RELOCATION CHECKLIST



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As a result of relocating thousands of businesses over the past years, we have developed a simple checklist for our customers. It provides you with a series of questions that we feel represent the important issues facing companies that are planning a relocation.

Existing Location YES or NO

- | | | |
|--|---|---|
| 1. Have you contacted the building management? | Y | N |
| 2. Do you need a release from the building? | Y | N |
| 3. Have you reserved an elevator/ operator? | Y | N |
| 4. Have you reserved dock time and space? | Y | N |
| 5. Are there restrictive time frames for moving? | Y | N |
| 6. Have you contacted your utilities? | Y | N |
| 7. Are permits required for street parking? | Y | N |

New Location YES or NO

- | | | |
|--|---|---|
| 1. Do you need an occupancy certificate? | Y | N |
| 2. Have you reserved elevators/ operators? | Y | N |
| 3. Have you arranged for dock time and space? | Y | N |
| 4. Have you contacted your utilities? | Y | N |
| 5. Have you developed a floor plan of the new space? | Y | N |
| 6. Are you allowing enough time for construction? | Y | N |

Timing YES or NO

- | | | |
|--|---|---|
| 1. Has your move date been selected? | Y | N |
| 2. Have you notified other vendors about your move? | Y | N |
| 3. Have you considered downtime for the office/ plant? | Y | N |

