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Moving Checklist

HOUSEHOLD MOVING CHECKLIST

8 weeks before moving checklist

- Visit every room of your house and sort the items you want to keep and discard.
- De-clutter the stuff by donating unwanted clothing, redundant furniture, and household goods.
- Keep everything in the record by creating a moving diary including things to be kept handy.
- Begin your search for reliable packers and movers based on your budget and kind of move.
- Shortlist at least 3 moving companies for your move and check their legal documents like before finalizing the deal.
- Have a face to face interaction and ask questions to them regarding the job and experience to check reliability.
- Finalize the date of moving and ask for a written invoice for the moving cos
- Inform the current school of your children and request transfer certificates in advance.
- Apply for the admission of kids in the new school in the location, you are shifting to.
- Visit the places in the new location to know your neighbors and have an idea about the amenities.
- If you are living on rent, then give notice to your landlord and check the lease agreement for the notice period.
- Before relocating, it is important to inform your company as it is high time to resign from your job.

6 weeks before moving checklist

- Arrange boxes and packing materials like Tape, Thermacols, Bubble Wrap, and permanent markers in advance.
- Research packing hacks to pack your items for safe transportation.
- Book your travel reservations in advance to avoid last-minute price hikes.
- Communicate about your move to doctors and collect the copies of you and your family health records
- Contact your insurance agents and check with them whether they provide services in the new location.

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- In case there are some home repairs that need to be addressed, then manage them to get the security money back from the landlord.
- Remove car accessories such as spare tires, jacks, and music systems as they may go missing in the transit.
- Take measurements of the new rooms to make sure large furniture gets accommodated through the doors of the new house.
- Labeling of packing boxes with its contents and keep the box of fragile items separately.
- Keep tools separately for the assembly and disassembly of furniture on moving day.
- Book moving truck on rent before your date of shifting within your budget.
- Note down tax-deductible moving expenses by donating household items.

4 weeks before moving checklist

- Update your new address at the local post office and in the documents like Aadhaar Card, PAN card, voter ID, and other ID and address proofs.
- Inform important service providers like banks, credit card companies, insurance providers, etc. about the change in address.
- Get your vehicles serviced before to avoid mid-way issues.
- A month before is the right time to start the packing of items.
- Keep important documents like legal papers, passports, ID proofs, birth certificates, etc. at a safe place with you.
- Start consuming frozen foods to clean supplies at least a month before moving.
- Make arrangements for pets by availing the pet relocation services from a recommended packers and movers.
- Contact utility companies to disconnect the services such as the set-top boxes, Wi-Fi connections, gas connections, electricity, telephone connection, etc. just before the day of the move.
- Update your memberships of the club or gym to the new place or get it canceled.
- Dispose of hazardous items as they are neither allowed in the moving truck nor you can take them with you in your car.
- Book car carrier services if you wish to shift your car through packers and movers.
- Avail moving insurance service to ensure the safety of your goods in transit.

2 weeks before moving checklist

- Make final confirmations with packers and movers about the date of moving with them.
- Clear out the safe-deposit box and get them safely transferred to your new bank altogether.
- Decide the setting of your new home in advance to avoid last-minute confusion.
- Order new furniture to beautify your new home a month before shifting.
- Appoint labor to paint the new home as you want.

- Get a baby sitter appointed in case the size of the move is quite big and you are relocating domestically.
- Send out invites for the housewarming ceremony in your new home as you would be held up after that.
- Clean your household items and wipe your furniture so that they can be ready to be placed in the new home.
- Get your rugs dry-cleaned so that they will come properly wrapped up and can be opened in the new home.
- Make arrangements for plants as packers and movers do not undertake plant relocation services.
- Take leaves from your company in advance for your move.

1 week before moving checklist

- Complete your household packing and begin emptying your wardrobes, cabinets, etc.
- Keep important things handy like face products, toothbrushes, and toothpaste, cash, etc.
- Clear out gym locker before you move to the new place.
- Pack kitchen items and label them properly.
- Make arrangements for the trash disposal on the final moving day.
- Get the bag in which you have kept all the important documents and keep them in your suitcase which you will carry with you.
- The electronic items which are no more in use can be disassembled and packed after clicking photographs for future use.
- Ask for the new home keys from the owners or the builder.
- If you have any perishable items in your fridge or kitchen, it is better to donate them.
- Get your carpets cleaned and properly packed to avoid any dust on them.
- While moving home, clean and defrost the refrigerator a night before relocating home.
- Take extra care of plants & pets while moving them. They are extremely sensitive to the new climate and new places.
- Don't forget to water your plants generous before shifting them.

Moving Day Checklist for Old Home

- Check for the ID cards of the representatives of the company and guide them.
- Check the packing material used to pack different items.
- Remove the sacred home temple by removing the slippers and with clean hands as well.
- Keep a check on the items that are being loaded into the moving truck.
- Ensure delicate items are always on the top.
- Keep valuable items like jewelry and important documents to a safe box and transport this box personally in your private vehicle.

- It is important to carry water bottles with you.
- Double-check the inventory sheet of the moving company with yours and compare it to keep track of the items.
- Take a final walk in the old home and check everything is fine in the old home and nothing is left behind.
- Turn off the lights and switch off the fans of your old home.
- Bid adieu to your neighbors and thank them for their love and support.

Moving Day Checklist for New Home

- Give packers and movers, a round of the new home, and tell them where to keep labeled boxes.
- After the unloading, check for the damaged or missing items.
- Have a look at the bill of lading of packers and movers and make sure the damaged or missing items are noted in it to claim damages.
- Make the final payment of the packers and movers charges.
- Ensure that the inventory sheet is signed by you and the packing and moving company.
- Before settling things in your new home, it is important to clean it properly.
- Get the home temple placed in a new home.
- Get the furniture in place using the right tools and equipment.
- Take out the items from the boxes and place them at their required places.

Office Moving Checklist

5-6 months before the office move

- Maintain folders and subfolders to keep copies of the important documents and data such as moving quotes, checklists, timelines, contacts, spreadsheets, timelines, and details of the budget.
- Check the lease agreement and read all the terms and conditions of the agreement and the expiry date as well so that you may not lose on your safety deposit.
- Create a team of people who will be responsible for the entire shifting process and delegate moving tasks by making an appointment in advance.
- Contact several packers and movers for your office relocation in your area and hire the best one that fits in your budget.
- Taking moving insurance on heavy plant and machinery which constitutes a major part of your operations will turn out to be a great idea.
- Relocating an office may be an expensive affair. So, it is better to create a moving budget beforehand to prevent spending money excessively.

3-4 months before the office move

- Communicate your packers and movers about the new location of your office for distance calculation, size of your move, quantities of items to be relocated, etc.
- Fix a final date of relocation with your hired packers and movers after providing them with all the details of your relocation.
- Once the date of the move has been decided, it's time to notify the current landlord about the same to terminate the lease.
- Inform employees about the office move
- Hold a face-to-face meeting with your employees and inform them about the moving decision and update them about the new office address and the date of the move so that they can plan accordingly.
- Collectively handle the task of relocation by distributing responsibilities among the employees.
- It is important to share your new contact details with your partners, clients, and other third parties who will be impacted by this decision.
- Also, let your business partners and clients know about the impacts of the moving decision on the deadlines of the projects.
- Prepare a final list of employees, clients, & service providers and ensure that the list of the people is up to date for future correspondences.
- Once the location of the new office is registered, send out notices of the new address to banks and financial institutions, Telephone Company, stationery services, insurance companies, internet service provider, accounts departments, food service companies, photocopiers or printers, and others.
- Make an inventory of all the office furniture and equipment along with their numbers. Decide what you'll take, sell, donate or store.
- Also, make a list of fragile or delicate items that need to be taken care of while relocating office items.
- If you wish to change the landscape of your new office, then this is the right time to hire a professional interior designer.

2 months before the office move

- Considering your inventory list and the space available in the new office to decide in advance where furniture, office equipment, desks, and other things should be kept.
- If you decide to replace the current furniture or equipment, then now is the time to place your orders for new ones for the new office space.
- Find a suitable utility company providing telephone and internet connection services at the new location where the office will be shifted.
- Hold a meeting with the IT department and check with them whether they can manage the setting up of computers and IT systems on their own. If not, arrange for extra help externally.

- Creation of employee list for keys and passes as this list will help you to collect keys, access cards and parking passes easily just before the moving day.
- Communicate your decision to relocate to a new place to the housekeeping, cleaning, and security service providers to discontinue their services. Also, ask them to clean the current premises on the day of the move.
- Either get your business insurance transferred to the new office address or look for another insurance company as per the convenience.
- If a part of your office will be under the renovation process, then lookout for an external storage facility to keep your items safe until the time of renovation.

1 month before the office move

- Make bookings in advance to occupy parking areas for the moving vehicle and elevators for the loading of office items in the moving vehicle.
- Complete all official paper works and legal formalities to obtain permits and licenses.
- Hold discussions with your hired movers and packers regarding the decided floor plan of the new office to give them an idea.
- Make a list of emergency contact numbers for the planning team to sort out all the hassles for the last moment.
- Tag and label furniture, laptops, monitors, keyboards, hard drives, UPS, & office supplies to avoid losing them in the transit.
- Provide employees with all the essential packing and moving supplies like carton boxes to pack the items on their desks.
- Also, label these boxes with their names so that they can be easily traced when transiting to the new office.
- Get utility services like telephone connections, electricity, Wi-Fi, etc. transferred to the new location or find new options for the new office.
- Get the new office address updated on your company website; business accounts; social media accounts; accounts receivable and payable; banks and financial institutions; magazine and newspaper subscriptions; letterheads of the company; listings on Google.
- Arrange for the parking permits or passes for your employees before the moving day.

2 weeks before the office move

- Members must be assigned from each department to manage and handle the responsibilities related to the packing.
- The team will follow the instructions related to the parking and directions related to the new office.
- The team will make the decision who will stay behind at the current location until the last moving truck leaves.

- The team will also decide whether who will reach the new office location first to manage and supervise.
- The planning team will ensure whether the codes assigned to the work stations are properly laid out in the new office or not.
- The team will make sure that all personal belongings have been taken home by the employees or not.
- Arranging the office keys and access cards for the employees at the new location will also be taken care of by the planning team.
- The company should ask for the office keys and access cards as well in advance for the new office.
- Ensure telephone and internet connections have been set up by the time you shift into your new office.
- Quickly get the computers of the employees and IT systems installed in the new office to resume work.
- Communicate to your employees to save their data and files separately in a hard drive or pen drive for back up.
- Rehearse the moving day with the planning team and other employees covering all the minute details.
- Keep a check on what items must be kept ready for the packers and movers; who will handle the relocation process at the current location; who will accompany the packers and movers in the moving vehicle; and who will be present at the new office address to receive the consignment.
- Give a reminder to employees to pack their personal stuff before the move as employees will be solely responsible for their belongings.

Last day before the moving day

- The task of packing and labeling of boxes and other things must be completed by the last day or just before the day of moving to save time and money
- Collect access cards, security cards, & parking passes from employees and considering your inventory list checking on the collection of all the above items from the employees and dispose of them.
- Call electricity and telephone boards to get the telephone and electricity connections disconnected from the current office after the move.

Moving day

- Ensure that the other office items and equipment will be packed by the packers and movers using the best quality packing materials.
- Ensure the loading of expensive and light items at the back of the truck and inexpensive and heavy items will be placed in front of it.

- Handover the keys of the old office to the owners and fulfill other formalities as required before moving.
- Receive packers and movers at the new location and ensure that the office items and equipment are unloaded at the new office and then placed within the office premises safely.
- All the types of equipment and items will be arranged in the places as planned previously for the proper office set up.
- The cartons of the employees will be opened at the required work station for the final set up of the new office.
- Connect the telephone connection, internet, and IT system and finally get to work at your new office.