

# RELOCATION CHECKLIST:

Minimizing disruption for staff, vendors, suppliers, and customers during a warehouse or office move by utilizing ABL's checklist:

## ✓ Pre-Move Planning

- ☐ Define goals and reasons for the move
- ☐ Appoint a relocation project manager or team
- ☐ Set a timeline with key milestones
- ☐ Create a budget for the move
- ☐ Conduct a risk assessment and develop contingency plans

## ✓ Communication Strategy

- ☐ Notify employees early and regularly
- ☐ Inform customers, vendors, and suppliers
- ☐ Update address on website, social media, email signatures, and marketing materials
- ☐ Prepare press release or announcement if needed
- ☐ Create internal FAQs or relocation guide for staff

## ✓ Facility & Infrastructure

- ☐ Finalize lease or purchase of new location
- ☐ Obtain necessary permits and insurance
- ☐ Plan office/warehouse layout and workflow
- ☐ Schedule installation of utilities, internet, and phone systems
- ☐ Arrange for signage and branding at the new location

## ✓ Technology & Equipment

- ☐ Audit current equipment and decide what to move, upgrade, or replace
- ☐ Back up all data and secure IT systems
- ☐ Schedule disconnection and reconnection of tech infrastructure
- ☐ Test systems before reopening



## ✅ Inventory & Operations

- ☐ Conduct inventory audit
- ☐ Plan phased move or temporary operations if needed
- ☐ Coordinate logistics for transporting goods and equipment
- ☐ Label and organize items for efficient unpacking
- ☐ Notify delivery partners of address change

## ✅ Staff Support

- ☐ Provide relocation assistance or commuting support
- ☐ Offer tours or orientation of the new space
- ☐ Address concerns and feedback
- ☐ Celebrate the move with a welcome event or team activity

## ✅ Post-Move Tasks

- ☐ Verify all systems are operational
- ☐ Confirm deliveries and mail are redirected
- ☐ Update legal documents and registrations
- ☐ Conduct a post-move review and gather feedback
- ☐ Send thank-you notes to vendors and partners who supported the move

## ✅ Other Notes:

