

CHECKLIST FOR COMPANY MOVE COORDINATOR



1. Reserve elevator at both buildings.
2. Lock off elevators. Get keys if needed.
3. Advise the facility managers at both buildings about the move in writing.
4. Reserve dock for the entire move.
5. Complete all office floor plans.
6. Mark all office doors at the new location with the designated room numbers.
7. Post all diagrams of office layouts at new location at individual offices.
8. Check if origin needs a certificate of insurance.
9. Check if destination needs a certificate of insurance.
10. Provide Richard Burton with the building managers names and phone numbers at origin and destination.
11. Provide the Richard Burton with a letter of authorization on company letterhead. Letter should state that you give mover authority to relocate your office belongings. Letter needs to be given to Richard prior to the move date.
12. Place directional signs by the elevators for the moving crew.
Example: Rooms. 1-20 ☞
13. Place a floor plan by the destination elevator.
14. Make ___ copies of floor plans on 8x5 paper for moving crews.