OFFICE MOVE CHECKLIST

Remember that your main challenge on the move day will be to ensure that business disruption and downtime is kept to a minimum with proper notice to M&O (2-3 weeks), having the right office moving plan in place and by using this Office Move Checklist really can make the difference between success and failure of your office move.

☐ M&O Work Order “Moves”- complete a work order for your office move  Link: https://www.bakersfieldcollege.edu/maintenance
  ☐ Key Request
  ☐ Phone Request

☐ IS-submit a “help desk ticket”- submit a work order for relocating your computer (Inside BC-Employee tab-IS help desk ticket) Link: http://support.kccd.edu/

☐ Request moving boxes

☐ Know your office move time line
  • Notify M&O ASAP of plans to move
  • Get clarification of target move-in date
  • Has the move been approved?
  • Has the move been scheduled?

☐ Determine any repairs needed on existing office/new office

☐ Create a configuration plan of furniture, equipment (what goes where)
  • Determine funding source (office reconfiguration, new furniture, etc.)

☐ Identify power needs and sources (telephone lines, data points, printer, copier, other powered equipment)

☐ Make a full inventory of existing office furniture, equipment

☐ Decide on what office furniture you can re-use, what you can recycle and what items need to be bought new. Decide on your furniture requirements for the new office

☐ Discuss ergonomics needs with Safety Coordinator

☐ Empty file cabinets and desks

☐ Begin packing items

☐ Take personal items home

☐ Label all furniture & equipment to match the new floor plan
☐ Clean up "old" office, make good any damages and hand over outgoing property to appropriate department

☐ Collect empty boxes

☐ Update new contact information Link: https://www.bakersfieldcollege.edu/employees/directory-update

Use the first day to troubleshoot any issues that may arise from user-testing and get your IS & M&O Departments to rectify these issues

☐ Prepare a roster for who will be where & when (ensure everyone has a copy which includes their cell phones)

**OFFICE MOVE**

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<thead>
<tr>
<th>DATE</th>
<th>NAME</th>
<th>FROM #</th>
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<th>NOTES</th>
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**OFFICE MOVE TEAM**

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<tr>
<th>NAME</th>
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