



Moving: A Sample Schedule

This chart shows a hypothetical fast-track move for a nonprofit organization, based on the assumption that it is for a 5,000 square foot space, there is no renovation or construction, and the move takes place over a weekend. Use a move schedule as a way to communicate with your staff, old and new building management, movers, contractors and consultants.

WEEK 1

Monday

- Hold strategy move meetings
- Arrange start of new phone service (local & long dist.)
- Schedule cancellation of old phone service
- Arrange forwarding of mail
- Schedule elevators for move and post move
- Schedule building services, heat and a. c.

Tuesday

- Take furniture and equipment inventory

Wednesday

- Take furniture and equipment inventory
- Purge Files

Thursday

- Take furniture and equipment inventory
- Purge Files

Friday

- Purge Files
- Plan furniture layout for new space



WEEK 2

Monday

- Hold strategy move meetings
- Purge files
- Plan furniture layout for new space
- Notify utilities to cancel old site and turn on new site
- Order letterhead, cards, checks and invoices
- Find new furniture
- Write and issue move bids

Tuesday

- Purge files
- Find new furniture
- Write and issue move bids
- Arrange temporary security for move days

Wednesday

- Purge files
- Find new furniture

Thursday

- Purge Files
- Find new furniture
- Hold mover bid meeting and tour both sites

Friday

- Purge Files
- Find new furniture



WEEK 3

Monday

Hold strategy move meetings

Purge files

Find new furniture

Receive mover bids

Tuesday

Purge files

Find new furniture

Wednesday

Find new furniture

Hire Mover

Hold staff tour of new site

Thursday

Find new furniture

Pick up file boxes going to storage

Friday

Find new furniture

Deliver move cartons, bins and bubble wrap



WEEK 4

Monday

Hold strategy move meetings
Find new furniture
Deliver move cartons, bins and bubble wrap

Tuesday

Find new furniture
Deliver move cartons, bins and bubble wrap

Wednesday

Tag furniture
Deliver and install new furniture and equipment
Pack

Thursday

Deliver and install new furniture and equipment
Pack
Install protection and move signage (both sites)
Tour with movers to note pre-existing damages

Friday

Deliver and install new furniture and equipment
Pack
Install protection and move signage (both sites)
Disconnect desks, work stations and file cabinets
Disconnect special equipment (computers, etc.)
Obtain tip money for use during move
Collect old keys and distribute new keys
Move



WEEK 5

Saturday

Unpack

Reconnect desks, workstations and file cabinets

Reconnect special equipment (computes, etc.)

Reconnect low voltage wiring in work stations

Remove protection

Have post-move tour to determine damages

Sunday

Unpack

Reconnect special equipment (computes, etc.)

Reconnect low voltage wiring in work stations

Clean up and remove trash (old and new sites)

Monday

Unpack

Clean up and remove trash (old and new sites)

Remove remaining furniture (old site)