

LONG HAUL MOVES

BUSINESS RELOCATION CHECKLIST

Good planning keeps your move on track and helps minimize downtime. Use this checklist to prepare your team, equipment, and workspace for moving day.

1 Month Before Your Move

- Choose your moving date and confirm scheduling.
- Create an inventory of furniture, equipment, and electronics.
- Notify employees, vendors, and customers of the upcoming move.
- Identify specialty items or equipment that may require extra planning.

2 Weeks Before Your Move

- Confirm access, parking, elevators, loading docks, and building requirements at both locations.
- Label boxes and equipment by department, room, or destination.
- Back up important computer files and prepare electronics for transport.
- Confirm final details, timing, and key contacts with your moving team.

Moving Day

- Keep key contacts available and make sure someone can provide access at both locations.
- Keep essential documents, keys, valuables, and sensitive items with you rather than loading them on the truck.
- Keep your phone or preferred payment method handy for final payment, and gratuity if you choose to tip your moving crew.
- Do a final walkthrough before departure to make sure nothing has been left behind.

Need help planning your business move?

Long Haul Moves can help coordinate the details so your relocation stays organized and efficient.