



SpeedyPack Movers

The "SpeedyPack" Commercial Move Checklist

- **8 Weeks Out: The Strategy Phase**
 - Appoint an internal Move Coordinator.
 - Review your current lease and "make-good" requirements.
 - Inventory all specialized equipment (Servers, Copiers, Lab Gear).
- **6 Weeks Out: Logistics & Layout**
 - Finalize the new office floor plan.
 - Audit IT requirements: Ensure the new space is wired and ready for Day 1.
 - Notify vendors (Internet, VoIP, Janitorial) of the switch date.
- **4 Weeks Out: The SpeedyPack Consultation**
 - Schedule your walk-through with our **Lead Mover**.
 - Finalize the "Zero-Downtime" weekend schedule.
 - Order specialized crates for confidential documents.
- **1 Week Out: Final Prep**
 - Issue new building access cards/keys to employees.
 - Tag all furniture with the new office room numbers.
 - Distribute "Packing Kits" to staff for personal items.
- **Move Day: Execution**
 - SpeedyPack arrives for the "IT First" load-out.
 - Protect floors and corners at both locations.
 - Final sweep of the old office to ensure nothing is left behind.