



## A SMOOTH MOVE HOW-TO GUIDE: MOVING OFFICE EQUIPMENT

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### QUICK TIPS:

- As a general rule, equipment that is leased must be handled and moved by the equipment's vendor. Check with your equipment leasing company for their moving guidelines and requirements.
- Check with moving company for specific guidelines on which types of office equipment they will/will not move.
- Have a dedicated power source installed at new location for copier/printer, etc. requiring dedicated electrical power.
- Check with insurance company to make certain all equipment is adequately covered under existing policy during relocation.
- Keep track of all equipment cables, power cords and phone wiring. Label cords accordingly and keep with their equipment.
- Update or renew all service agreements, licenses, equipment leases, etc. Negotiate more favorable terms whenever possible.
- Keep all equipment manuals and service logs in a centralized location during the move to keep them from being misplaced.

	Timing Prior to Move
Determine whether any equipment needs to be upgraded or replaced.	<b>150 days / 5 months</b>
Make arrangements to interview vendors and begin the selection process, if new equipment is needed.	<b>120 days / 4 months</b>
Review office equipment vendor proposals, select equipment vendors.	<b>120 days / 4 months</b>
Place orders for new office equipment and set delivery on or before your move-in date.	<b>90 days / 3 months</b>
Contact vendors to schedule removal of toner and determine whether they would prefer to move the equipment, if existing copiers and/or printers will be moved.	<b>90 days / 3 months</b>
If copier/printer vendor(s) will be relocating equipment, schedule the moving date.	<b>60 days / 2 months</b>
Check with your security system vendor to determine if components at your current location can be relocated, if applicable.	<b>60 days / 2 months</b>
If you have bottled water, coffee service and/or vending machines, arrange for their respective vendors to relocate this equipment.	<b>45 days</b>
Take delivery of copiers and printers at new location; verify that the toner has been replaced and that the equipment is operational. Make sure you have two extra toner cartridges on hand for each piece of equipment. Place order for additional toner, if necessary.	<b>Moving day</b>
Verify that coffee service equipment, water cooler and vending machines have been delivered and are operational. Ensure there are adequate levels of supplies for each (coffee, water bottles, disposable cups, etc.).	<b>Moving day</b>
Arrange to donate or recycle obsolete equipment.	<b>30 days after office moved</b>