

# **Superior Economy Moving Company**

## **Office Moving Check List**

- **Check each buildings management for the Minimum Insurance requirements of each building. Most hi-rise buildings require a minimum of \$1,000,000 to \$3,000,000 premises liability coverage naming them as an additional insured on file one day in advance of the move.**
- **Check each buildings management for any other special requirements. Some buildings require floors to be covered with Masonite or plastic runners.**
- **Who is doing the Packing, keep boxes packed flat and as uniform in size as possible, books and paper goods should be packed in small cartons (1.5) (many firms have each employee packs their own desk and puts their identification on their boxes, file cabinets, furniture and desk)**
- **It is beneficial to provide a basic floor plan which shows the location of each person's items at delivery. It can be color coded or you can simply put each persons name on their items and on their office door or designated area at the delivery.**
- **Determine who is performing the Disassembly & Reassembly of desks, dividers etc...? Some dividers have electric wires in them, movers can disconnect but you will need an electrician to rewire them.**
- **Determine who will be responsible for moving, disconnecting and reinstalling the communication, computer, and telephone system. Some companies have an ITT or ATT person perform these tasks. Another option is for each employee to handle these devices and electronics.**
- **If you have a contract on your copy machine many service companies will cancel or void your warranty if they are not hired to move it. (We are capable of moving it if you wish.)**
- **Parking can be a problem (either reserve parking or park three cars end to end, as close as possible to the unit being moved. The longer the carry the more time it will take.**
- **If your putting things in storage remember first floor is faster than second floor and close is faster than long walks. This translates to savings for you.**
- **If your move has no steps and you have 20 or more small office machines, printers, computers etc... the mover may bring three shelf equipment carts to load them on.**