SHATTERGLASS
YOUR TELECOM CONCIERGE

OFFICE MOVING CHECKLIST

NEW OFFICE. SMOOTH MOVE.

A practical checklist for your next office move. Let Shatterglass help you get connected.



1 PLAN THE MOVE | 2 GET CONNECTED | 3 SETTLE IN

MOVE DATE _____ NEW ADDRESS _____

01 PLAN YOUR TELECOM FIRST

Start before you sign the lease.

- ☐ Ask Shatterglass to check providers and connectivity at the new address.
- ☐ Review internet, voice, cloud and IT needs; share your current bills.
- ☐ Compare Shatterglass quotes and choose the services that fit your business.
- ☐ Confirm installation dates, building access and any construction needs.
- ☐ Coordinate cabling, Wi-Fi and equipment setup with your IT team.
- ☐ Plan phone-number transfers; keep existing service until the new setup works.

02 Prepare your current office

- ☐ Book movers, elevators and loading docks.
- ☐ Inventory furniture, equipment and access keys.
- ☐ Label items by room using the new floor plan.
- ☐ Check move insurance and lease exit requirements.

03 Get the new space ready

- ☐ Confirm occupancy approvals and permits.
- ☐ Arrange furniture, utilities, supplies and cleaning.
- ☐ Confirm access, parking and loading plans.
- ☐ Align movers, building staff, IT and contractors.

04 Prepare your people

- ☐ Assign a move lead; share the schedule with staff.
- ☐ Assign seats, packing labels and unpacking duties.
- ☐ Orient staff to the new space and safety procedures.

05 Update your address

- ☐ Set up mail forwarding and a notification list.
- ☐ Notify clients, banks, insurers, suppliers and subscriptions.
- ☐ Update your website, stationery and lobby directory.

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MOVE IN.
STAY CONNECTED.



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06 Moving day / old office

- ☐ Back up files; label equipment before disconnecting.
- ☐ Have IT prepare computers, servers and phones for transport.
- ☐ Return keys, parking passes and access cards.
- ☐ Document the office condition before handover.
- ☐ Keep mover, building and provider contacts handy.

07 Moving day / new office

- ☐ Set security procedures; update locks and access codes.
- ☐ Direct labeled items to their assigned rooms.
- ☐ Have IT reconnect equipment and verify the network.
- ☐ Test Wi-Fi, internet, phones and key applications.
- ☐ Photograph damage and report it to your movers.

08 After the move / business

- ☐ Confirm insurance coverage and certificates.
- ☐ Check final invoices, lease closure and equipment returns.
- ☐ Confirm address updates; announce your new location.
- ☐ File warranties and update equipment asset records.
- ☐ Share the staff directory and finish unpacking.

09 After the move / telecom

- ☐ Confirm number transfers, call routing and voicemail.
- ☐ Test backups, secure access and backup internet.
- ☐ Test new services; check terms before canceling old ones.
- ☐ Check first bills for agreed rates and start dates.
- ☐ Ask Shatterglass for provider or billing support.

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YOU HANDLE THE MOVE.
WE HANDLE THE TELECOM.

Provider comparisons. Install coordination. Ongoing support.
100% free to your business. Providers pay us.

PLAN YOUR MOVE