

**STATE OF COLORADO  
OFFICE OF THE STATE ARCHITECT  
REAL ESTATE PROGRAM - POLICIES AND PROCEDURES MANUAL**

**CHAPTER 10. PROCEDURES FOR AGENCIES TO FOLLOW IN MOVING OFFICE SPACE**

Once the decision to move has been made, here are some ideas to help your move go as smoothly as possible.

**Three months before the move:**

1. Designate target move-in date.
2. If the move is taking place in Colorado Springs, Denver, Pueblo or surrounding areas State agencies are encouraged, but not mandated, to use the services of Juniper Valley Products. Juniper Valley Products is the daily business name for Colorado Correctional Industries, a division of the Colorado Department of Corrections, which employs inmates to provide goods and services for public and private entities. Moving services are available at reasonable rates with quality service and all work is guaranteed to the customer's satisfaction. Call 1-800-685-7891.
3. Research moving companies. Professional moving companies rely on recommendations and references. Check them out. Make sure the company you choose is equipped and staffed to meet all your needs. Watch a job in progress, if possible. Often a moving company will accept advance shipments of new items, warehouse them, and then deliver and assemble the items on moving day.
4. Order telephone lines for new location.

**Two months before the move:**

5. Give notice to current landlord, including exact moving day and times.
6. Notify telephone company of exact moving day. Retain current phone number or choose a new one. Request phone books at new location.
7. Notify copier vendor and any other vendors of leased equipment to arrange for move.
8. Get acquainted with new location. Contact Chamber of Commerce. Investigate public transportation, parking, banks, and business services. Prepare fact sheet for employees.
9. Order office signs.
10. Prepare press releases and other public notice materials.

**One month before the move:**

11. Create printed moving announcements. Distribute to clients, vendors, etc. three weeks before move.
12. Contact utility companies at current and new locations.
13. Order new business cards and any forms with printed office address and phone numbers.
14. Contact vending machine services.
15. Hold pre-move meeting with all employees.

**One week before the move:**

16. Packing! Each employee should pack the contents of his or her office and label boxes. Designate parties to pack common area contents and computer equipment.
17. Make maps to new location.

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18. Hold last pre-move meeting with all employees.
19. Notify post office to forward mail.
20. Clear out storage lockers. Defrost refrigerators.
21. Make signs for movers identifying placement areas at new location.
22. Last minute confirmations: phones, movers, equipment vendors, landlord inspection of old office.
23. Make copies of new office keys.
24. Have all employee's back-up their computer files.

**Moving day:**

25. Have critical items on hand during move: extra keys to new office, pens and paper, cell phones, laptop computers for email, extension cord/power strip, refreshments.
26. Clean old office for final inspection.

**After the move:**

27. Place "We've Moved" sign at old office.
28. Recycle empty boxes.
29. Report damage claims.
30. Hold post-move employee meeting.
31. Have an "After the Move" party!