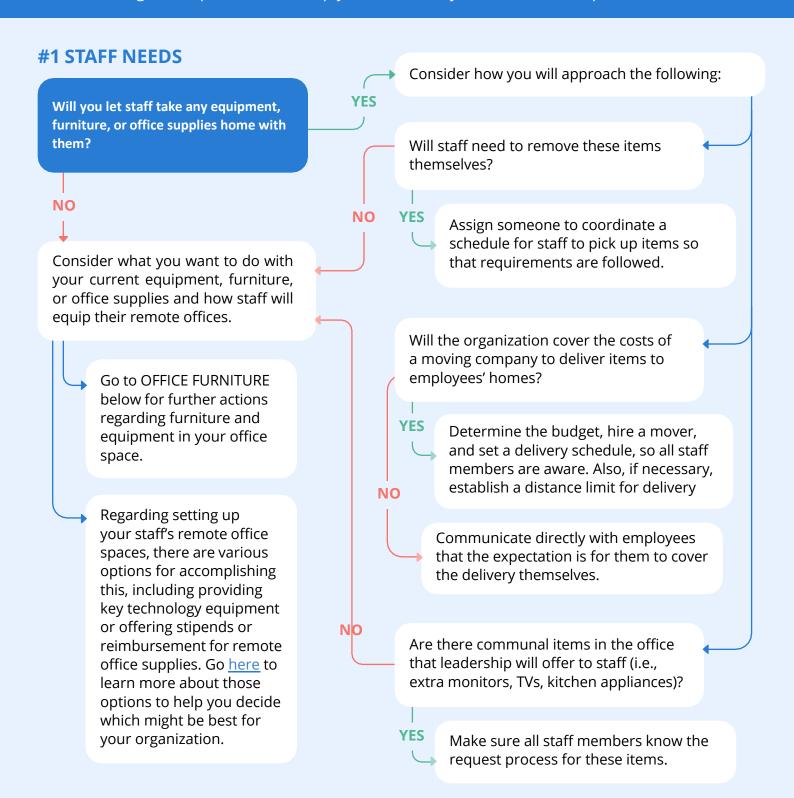


Sample Move Out Plan

Asking these questions will help you determine your timeline and specific needs.



#2 OFFICE FURNITURE

Will the current office furniture (conference tables, chairs, cubicles, etc.) ever be used again?

YES NO

Whether your initial response to this question is yes or no, we suggest you start by doing a high-level cost-benefit analysis. This should include costs such as:

- ▶ The value of your furniture and equipment
- Storage unit for a specific or extended time period
- ▶ Moving items from the current location to the storage unit
- Moving items from the storage unit to another space

- Consider the size and type of storage unit needed (temperature-controlled, accessibility to staff, etc.).
- Determine if your hired movers will be able to access the storage unit, or if a point person from your organization will need to be present during the move.
- Determine who from your organization will have access to the storage unit and control that access.

Determine how you will dispose of your unwanted furniture and equipment. While most buildings will NOT handle this for you, it never hurts to ask your building manager as a starting point.

Look to local charities who may be interested (houseless shelters, community centers, etc.). Many will come to you and handle the removal of the items.

Junk removal companies will haul items for a fee. Many charge by the amount of space the items occupy in a truck, so it can be difficult to estimate costs. There are junk removal companies that will also donate items that are in 'good' condition. Most do not provide tax receipts if items are donated, but the benefit is the upcycling.



#3 LEASED EQUIPMENT

Is any of your office equipment leased?

YES -

NO

Consider donating owned equipment to a school, community center, or other charity or toss it.

Review your lease(s) terms to determine steps for termination and costs involved as soon as possible. Note that this can be a time-sensitive process and can take 6 weeks or longer to finalize a termination. Additionally, there may be more than one account attached to a lease. Your organization may also be responsible for the packing and returning of the equipment to them.

#4 FILES / DOCUMENTS

Do you NEED hard copies of the documents you have in your office? We will cover vendors for document storage and fulfillment later in this guide, but as you begin the process of moving out of your space, you will want to begin to evaluate what you keep in hard copy. Much like a personal move, this is a great time to think about lightening your load. Review your policies and processes for maintaining files and archives.

YES

NO

There are some documents you simply need in hard copy format. As you go through your files, ensure specific HR and tax documents that are required in hard copy format are not shredded or destroyed. The recommended best practice is that any documents that must be kept in hard copy format be stored in a secure location. If you need assistance determining what you need in hard copy format, please reach out to Achurch for guidance.

If the answer is no, then let the shredding begin! Rather than simply packing everything up to send to a storage facility (which you will pay for, generally, based on quantity), take the time to go through those files and recycle, shred, or otherwise dispose of anything you can.

If you are having difficulty or are looking for assistance with your move, contact Achurch for help.