

Sample Move Out Plan

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

#1 STAFF 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.

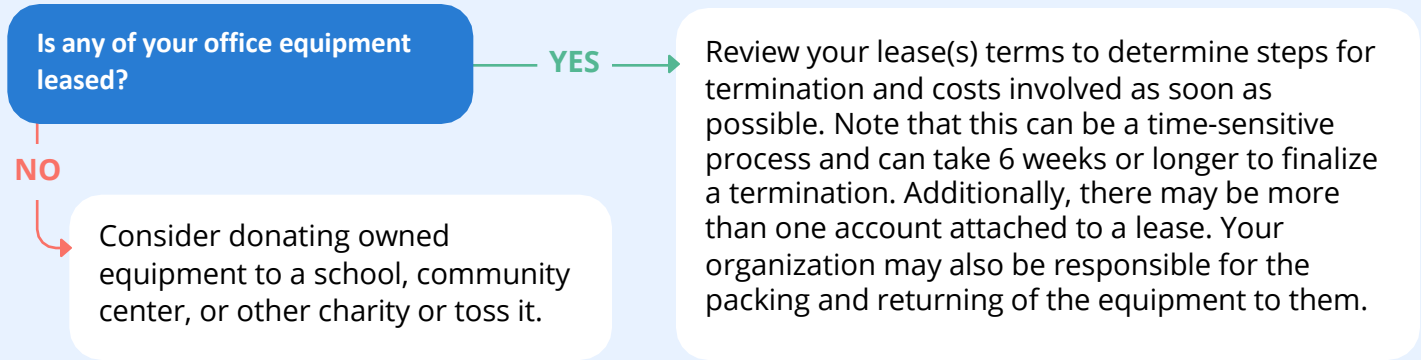
Determine how you will dispose of your unwanted furniture and equipment. While most buildings will NOT handle this for you, it never hurts to ask your building manager as a starting point.

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.

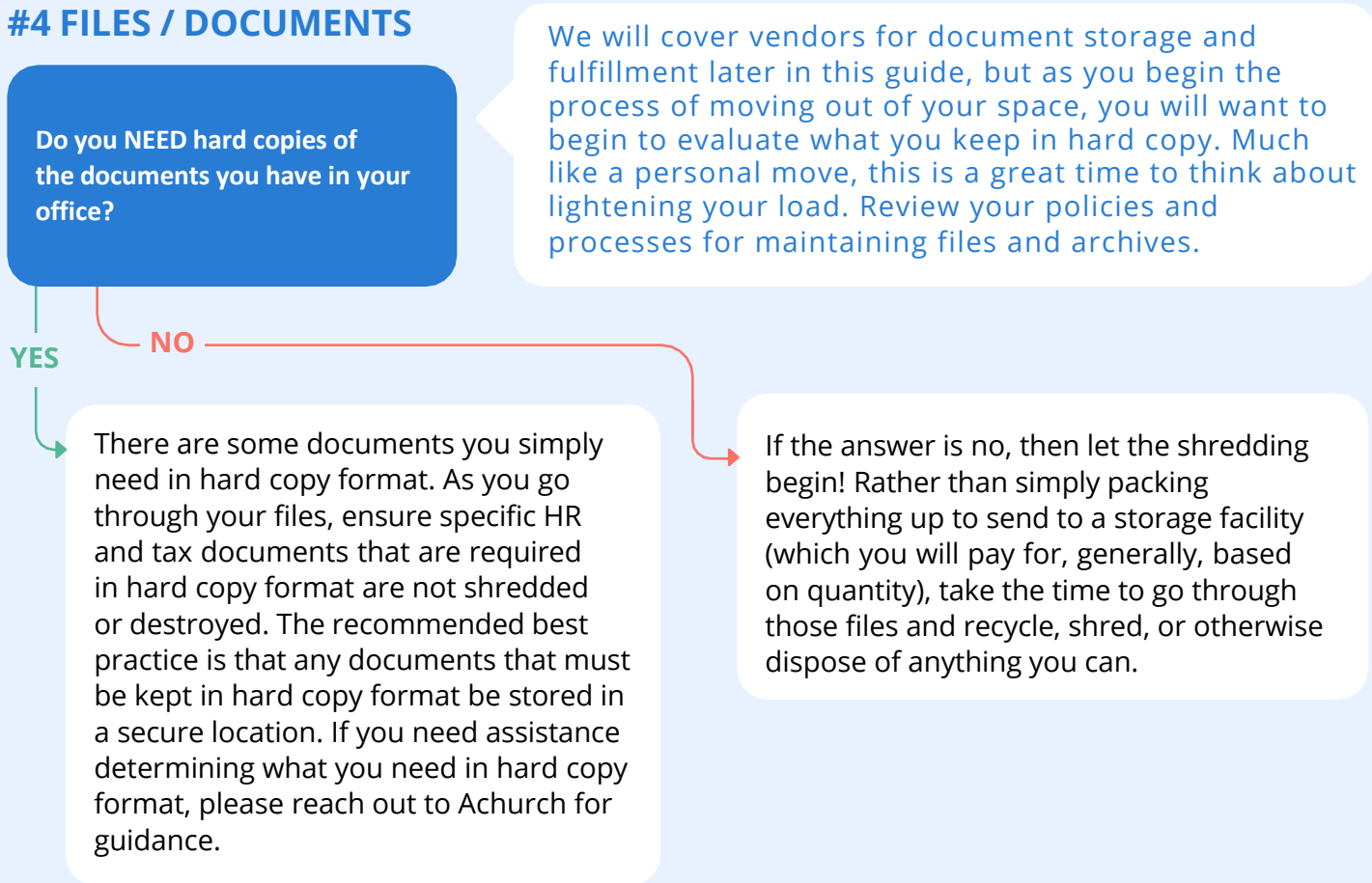
Junk removal companies will haul items for a fee. Many charge by the amount of space the items occupy in a truck, so it can be difficult to estimate costs. There are junk removal companies that will also donate items that are in 'good' condition. Most do not provide tax receipts if items are donated,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

If you are having difficulty or are looking for assistance with your move, [contact Achurch](#) for help.

#3 LEASED EQUIPMENT



#4 FILES / DOCUMENTS



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