

# Your Guam Office Relocation Checklist

Planning to relocate your Guam office? This streamlined checklist will walk you through every critical step—from early budgeting and vendor selection to IT prep, moving day logistics, and post-move wrap-up. Whether you're executing a business, government, or military office move, this guide is designed to help you stay organized and reduce downtime for a successful office relocation.



## Before You Begin Your Office Relocation

- ☐ Weigh the cost of relocating against the potential benefits, including improved space, lease terms, and operational efficiency.
- ☐ Review your current lease for notice requirements, early termination fees, and end-of-lease responsibilities.
- ☐ Plan to minimize downtime and maintain continuity. Consider an off-hours or weekend move, if needed.

## 6 Months Before Your Guam Office Relocation

- ☐ Assemble a move task force with a project lead and department representatives.
- ☐ Get quotes from at least three commercial movers and ask key questions about services, off-hours availability, and storage options.
- ☐ Build a preliminary relocation budget based on estimates and internal needs.
- ☐ Begin planning internal and external communications around the move.

## 3 Months Before Your Guam Office Relocation

- ☐ Set your moving date and communicate it to staff, your current landlord, and the new property manager.
- ☐ Create a master move plan covering:
  - Stakeholder and vendor notifications
  - Address and contact info updates
  - Rollout plans for printed and digital materials
  - IT and telecom planning, including disconnection, setup, and equipment needs
  - Task ownership and accountability
- ☐ Inventory furniture, electronics, and equipment. Decide what to move, recycle, or discard.
- ☐ Select a vendor for IT asset disposition (ITAD) and electronics recycling.
- ☐ Hire a professional to design your new office layout and interiors.
- ☐ Conduct a security audit to track access control for both locations.

## 4–6 Weeks Before Your Guam Office Relocation

- ☐ Check progress on the master move plan and address any delays.
- ☐ Order packing supplies or confirm what your commercial mover will provide.
- ☐ Create and distribute a labeling system for any items your staff will pack.



- ☐ Coordinate access needs with your new property manager.
- ☐ Schedule cleaning for both old and new spaces.
- ☐ Confirm utility setup for your new space.
- ☐ Order stationery and business cards with the updated address.
- ☐ Review IT timelines:
  - Internet and phone setup
  - Infrastructure installs
  - New equipment orders
  - Backup plans for critical data
  - Schedule electronics recycling and ITAD pickups.



## 2 Weeks Before Your Guam Office Relocation

- ☐ Review your relocation plan and address any lagging tasks.
- ☐ Confirm expectations and logistics with your commercial moving company.
- ☐ Update your staff and clarify what they need to pack themselves.
- ☐ Visit the new office to complete a walkthrough and collect keys, badges, and access items.
- ☐ Check your packing supply inventory and restock if needed.
- ☐ Confirm technical readiness, including data backups and IT milestones.

## 1–2 Days Before Your Guam Office Relocation

- ☐ Update your business address on digital platforms: website, email footers, social media, Google, and review sites.
- ☐ Ask task force members to verify department readiness and label items for disposal, recycling, or ITAD.
- ☐ Gather all keys and access materials for your current location.
- ☐ Visit the new office to check utilities and set up a basic control center with Internet and phone access, as well as a printer and basic office supplies.

## The Day After the Big Move

- ☐ Start with team orientation and space walkthroughs of your new location.
- ☐ Set up a help desk or contact point for reporting issues.
- ☐ Walk through your old space with the landlord and complete final tasks.
- ☐ Close all accounts and services tied to the old location.
- ☐ Hold a post-move debrief with the task force to address issues and next steps.
- ☐ **Celebrate your successful move with your team!**

## Ready to Relocate with Confidence?

DeWitt Guam has helped businesses, government agencies, and military organizations manage seamless office relocations across the island. From commercial moving services to furniture assembly and disassembly to electronics recycling and IT asset disposition (ITAD), our team can support every stage of your move.

**Contact our team today for a complimentary quote for your office move.**

[www.dewittguam.com](http://www.dewittguam.com) | 1-800-213-4973 | [info@DeWittGuam.com](mailto:info@DeWittGuam.com)