



ATLANTA · NASHVILLE
NATIONWIDE
EST. 1997

PLANNING GUIDE · EDITION 2026

Commercial Move *Planning Checklist.*

The complete phase-by-phase plan for relocating an office, a warehouse, a data room or a whole campus — seven phases, 240+ items, and the eight move types we handle every week.

1997

Family owned since

200+

Full-time employees

500K+

Sq ft warehouse

#1

Mover network in the
U.S.

A commercial move is a construction project with *a deadline you can't move.*

Lease dates don't slip, vacancy costs accrue daily, and the person holding the plan is usually doing it on top of a full-time job. This is the plan we build for our own clients — sequenced by how far out you are, then broken out by move type. Work it front to back, or jump to the phase you are standing in.

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HOW TO WORK IT

- 1** Print it. Assign one owner per phase — not one per department.
- 2** Date every box you tick. Dates are what protect you in a dispute.
- 3** Anything still open 14 days out escalates to your project manager.

SHORT ON TIME?

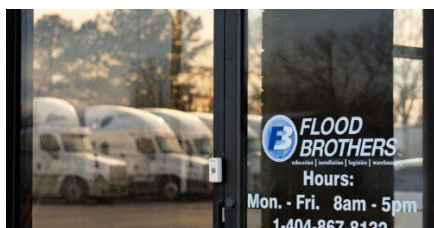
Book a free 20-minute walk-through and we will fill this out with you — scope, sequence and budget, at no cost. Page 22.

AT A GLANCE

Seven phases, one deadline.

Back-plan from your first day of occupancy, not forward from today. If you are already inside 90 days, start at Phase 02 and compress — we routinely deliver moves on four weeks notice, but the sequence never changes.

01	6-4 MONTHS OUT	Strategy, scope & budget Lease dates, headcount, space plan, capital budget, project team, one point of accountability.
02	90 DAYS OUT	Vendors, drawings & approvals Mover selected and insured, floor plans issued, building rules confirmed, IT and telecom ordered.
03	60 DAYS OUT	Procurement, surplus & comms FF&E ordered, surplus decided, employee communication launched, records and assets inventoried.
04	30 DAYS OUT	Logistics lock-down Labeling issued, elevators and docks reserved, COIs on file, hour-by-hour move schedule signed.
05	MOVE WEEK	Pack-out & final prep Crates delivered, personal items packed, systems backed up, both sites protected, crew briefed.
06	MOVE DAY	Execution & documentation Floors and elevators protected, photo documentation at both ends, manifests signed, exceptions logged.
07	DAY ONE → +30	Occupancy & close-out Punch list, origin decommissioned and restored, deposit recovered, invoice reconciled, lessons captured.

**THE ONE RULE**

Every phase has exactly one accountable owner. On our projects that is a dedicated project manager who runs the move from first walk-through to final sign-off — one point of contact for you, your landlord, your IT team and your staff.

PHASE 01

Strategy, scope & budget.

Decisions made here set the cost of everything downstream. The goal of this phase is a defensible scope, an approved number, and one name on the plan.

LEASE & TIMELINE

- ☐ Confirm lease expiry, holdover penalties and any early-termination clause
- ☐ Fix the first day of occupancy and back-plan every phase from it
- ☐ Identify the overlap period between old and new space, if any
- ☐ Read the restoration and surrender clause in the outgoing lease now
- ☐ Note blackout dates — quarter close, audits, peak season, holidays

BUDGET & APPROVALS

- ☐ Build the budget in five buckets: move, IT, FF&E, decom, restoration
- ☐ Add 10–15% contingency — after-hours labour is the usual overrun
- ☐ Confirm what the landlord tenant-improvement allowance actually covers
- ☐ Offset costs with surplus asset resale value — get it appraised early
- ☐ Route capital approval now; signature cycles take longer than moves

SPACE & HEADCOUNT

- ☐ Final headcount by department, plus a three-year growth assumption
- ☐ Decide desk ratio and hybrid or hotelling policy before space planning
- ☐ List special spaces: server room, labs, clean rooms, cold storage, vaults
- ☐ Confirm floor loading, ceiling height and dock access for heavy assets
- ☐ Walk the new space with a tape measure — verify the drawing is current

PROJECT TEAM

- ☐ Name one internal move owner with authority to make decisions
- ☐ Assign a floor captain per department for labelling and headcount
- ☐ Loop in IT, HR, facilities, security and legal at kickoff — not later
- ☐ Set a standing 30-minute weekly move call with a written action log
- ☐ Decide who signs off on move day and who can authorise overtime

WHERE WE COME IN

We will walk both spaces with you at no cost and turn this phase into a scoped, priced, sequenced plan — including the decommissioning and restoration most budgets forget until the last month.

PHASE 02

Vendors, drawings & approvals.

Ninety days is the last comfortable point to select a mover. Everything past this is sequencing — and long-lead items (furniture, circuits, permits) are already on the clock.

MOVER SELECTION

- ☐ Issue a written scope so bids are comparable line for line
- ☐ Require an on-site walk-through before any quote is accepted
- ☐ Verify DOT and ICC authority, bonding and workers comp — not just “insured”
- ☐ Confirm full-time employees versus day labour, and background-check policy
- ☐ Get the on-time and on-budget commitment in writing (see page 20)
- ☐ Sign the contract and lock the dates on the calendar

BUILDING & COMPLIANCE

- ☐ Request move rules from both buildings — hours, docks, elevators, fees
- ☐ Confirm insurance limits and additional-insured wording each PM requires
- ☐ Identify permits: street closure, crane, oversize load, after-hours noise
- ☐ Verify construction and inspection dates will not collide with move-in
- ☐ Ask when the certificate of occupancy is realistically expected
- ☐ Arrange badges, keys, alarm codes and security escorts for crews

PLANS & FURNITURE

- ☐ Issue the final destination floor plan with every seat numbered
- ☐ Inventory existing furniture: keep, move, replace, liquidate, donate
- ☐ Check that existing workstations fit the new plan before moving them
- ☐ Place long-lead FF&E orders — 8–16 weeks is normal; confirm in writing
- ☐ Confirm who receives, stores, inspects and installs new furniture
- ☐ Measure every door, elevator and stairwell against the largest asset

IT & TELECOM PLANNING

- ☐ Order circuits now — carrier installs are the most common single delay
- ☐ Design the new MDF and IDF layout, cabling, cooling and power
- ☐ Decide what stays on-prem, what moves and what migrates to cloud
- ☐ Book the structured cabling vendor for the destination
- ☐ Plan the phone or UCaaS cutover and number-porting timeline
- ☐ Write the acceptable downtime window and name who signs off on it

SINGLE-SOURCE ADVANTAGE

Move, IT disconnect and reconnect, MAC, decommissioning and FF&E installation from one licensed vendor — one contract, one certificate of insurance, one invoice, one person accountable when something moves.

PHASE 03

Procurement, surplus & comms.

This is the phase where staff start asking questions. Answer them before they invent answers — and decide now what is not making the trip.

SURPLUS & DISPOSITION

- ☐ Tag every asset: move, store, sell, donate, recycle, destroy
- ☐ Get a resale valuation on surplus furniture and IT before you scrap it
- ☐ Line up a donation partner and keep the receipt for the deduction
- ☐ Book certified e-waste disposal with certificates of destruction
- ☐ Purge and shred records per your retention policy — document it
- ☐ Decide what goes to storage and for how long, priced monthly

EXTERNAL & ADMIN

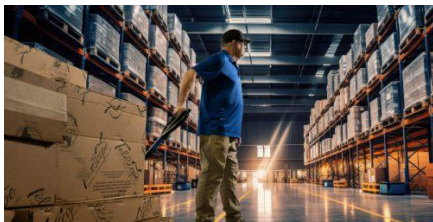
- ☐ Update the address on your site, Google, licences, insurance and banking
- ☐ Notify customers, suppliers and carriers with the effective date
- ☐ Set up mail forwarding and redirect courier accounts
- ☐ Transfer utilities, janitorial, waste, landscaping and alarm monitoring
- ☐ Order new signage, badges, letterhead and printed collateral
- ☐ Cancel or transfer equipment leases tied to the old address

EMPLOYEE COMMUNICATION

- ☐ Announce the move with the date, the reason and the new address
- ☐ Publish seating assignments and the new floor plan
- ☐ Explain parking, transit, badge access, food and amenities for day one
- ☐ Set the rule for personal items — what staff pack versus what crews handle
- ☐ Confirm remote-work coverage for the transition days
- ☐ Brief floor captains on labelling and give them the plan by seat

IT PROCUREMENT

- ☐ Confirm circuit install dates in writing and chase them weekly
- ☐ Order replacement hardware, docks, monitors and AV with lead time
- ☐ Complete a full asset inventory with serials, owners and locations
- ☐ Photograph and label every rack, patch panel and cable run
- ☐ Schedule the pre-move backup and verify a test restore actually works
- ☐ Agree the destination staging area for IT gear and who secures it



STORAGE, IF THE DATES DO NOT LINE UP

500,000+ sq ft of company-owned warehouse across Atlanta and Nashville — inventoried, racked and available for phased moves, delayed build-outs and long-term asset storage.

PHASE 04

Logistics lock-down.

Thirty days out, nothing new gets added — it gets scheduled. By the end of this phase the move should read as a timetable, hour by hour, with a name against every line.

LABELLING & INVENTORY

- ☐ Issue one labelling system: destination room plus seat number, colour-coded
- ☐ Post numbered floor plans at both ends and in every elevator lobby
- ☐ Deliver crates, labels and markers to staff with written instructions
- ☐ Flag high-value, fragile and regulated items for special handling
- ☐ Finalise the inventory manifest both parties will sign on move day
- ☐ Identify anything that must not move — leased, bolted or landlord-owned

SCHEDULE & CREW

- ☐ Publish the hour-by-hour move schedule and circulate it to all parties
- ☐ Sequence departments so critical functions are never both down
- ☐ Confirm crew size, truck count and shift pattern with your mover
- ☐ Set the escalation tree: who to call at 2am and in what order
- ☐ Agree contingency plans for weather, elevator failure and access delay
- ☐ Walk both sites with the mover project manager one final time

ACCESS & PROTECTION

- ☐ Reserve freight elevators and docks in writing at both buildings
- ☐ Confirm approved move hours and any noise or freight restrictions
- ☐ Order floor, wall, corner and elevator-cab protection for both sites
- ☐ Arrange parking, street permits and truck staging for move day
- ☐ Submit crew lists for badging and security clearance in advance
- ☐ Confirm after-hours HVAC, lighting and building engineer coverage

PAPERWORK

- ☐ Certificates of insurance delivered to both property managers
- ☐ Signed contract, rate sheet and overtime terms on file
- ☐ Permits issued and posted where required
- ☐ Elevator and dock reservations confirmed in writing
- ☐ Emergency contact list distributed to crew and building staff
- ☐ Pre-move condition photos taken at both sites and stored

DOCUMENTED, NOT ASSUMED

Every Flood Brothers move includes pre- and post-move photo documentation at both ends. It settles damage questions before they become claims — and it is what property managers ask us for most.

PHASE 05

Pack-out & final prep.

The week of the move is about removing variables. Anything unresolved on Monday becomes an overtime line item on Friday.

PACK-OUT

- ☐ Crates delivered, labelled and distributed by seat
- ☐ Staff pack personal items and desk contents by the published deadline
- ☐ Files, records and confidential material packed and sealed
- ☐ Artwork, plants, safes and specialty items scheduled separately
- ☐ Kitchen, supply rooms, storage and mail room packed
- ☐ Anything staying behind clearly marked DO NOT MOVE

DESTINATION READINESS

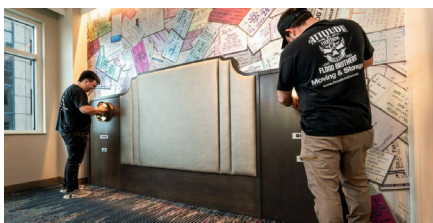
- ☐ Confirm certificate of occupancy and that construction is complete
- ☐ Verify power, HVAC, lighting, water and restrooms are operational
- ☐ Confirm cabling and data drops are terminated, tested and labelled
- ☐ New furniture delivered, inspected and installed before people arrive
- ☐ Signage, keys, badges and access control live and tested
- ☐ Cleaning scheduled for the night before occupancy

IT PREPARATION

- ☐ Full backup completed and a restore verified
- ☐ Non-essential systems powered down in planned sequence
- ☐ Workstations disconnected, bagged and labelled to seat number
- ☐ Server room documented with photos before any cable is pulled
- ☐ New site circuits tested live before the old ones are released
- ☐ Help-desk coverage extended for the transition window

FINAL CONFIRMATIONS

- ☐ Reconfirm elevators, docks and building access for every move day
- ☐ Reconfirm crew size, arrival time and staging with your project manager
- ☐ Send the final all-staff note: what to bring, where to go, who to ask
- ☐ Confirm who is on site at each end and who holds sign-off authority
- ☐ Protection installed at both sites before the first item moves
- ☐ Walk the origin space for anything missed — under desks, in ceilings



OUR OWN PEOPLE, NOT DAY LABOUR

200+ full-time employees, background-checked, uniformed and trained on your building rules before they arrive. The crew that walks your floor is the crew we employ.

PHASE 06

Execution & documentation.

On the day, the plan is fixed and the job is discipline: protect the buildings, document both ends, and log every exception in writing while it is still fresh.

BEFORE THE FIRST BOX

- ☐ Crew briefing on site: sequence, access, protection, no-go areas
- ☐ Floor, wall, corner and elevator protection verified installed
- ☐ Pre-move photographs taken at origin and destination
- ☐ Elevators keyed off and docks reserved with signage posted
- ☐ Building engineer and security notified that work has started
- ☐ Client representative on site at both ends with the plan in hand

IT ON THE DAY

- ☐ Racks and servers moved on air-ride equipment, powered up in sequence
- ☐ Workstations reconnected and confirmed working seat by seat
- ☐ Network, phones, printers and AV tested before crews leave
- ☐ Escalate anything unresolved to the named IT owner immediately
- ☐ Confirm the go or no-go decision on the cutover with IT
- ☐ Keep a running punch list visible to both teams

DURING THE MOVE

- ☐ Load and unload against the signed inventory manifest
- ☐ Route heavy loads on the approved path only
- ☐ Keep common areas, lobbies and tenant corridors clear
- ☐ Place items to the numbered floor plan — not where they will fit
- ☐ Reassemble furniture and workstations as they land
- ☐ Log every exception, damage or delay in writing as it happens

BEFORE SIGN-OFF

- ☐ Post-move photographs at both sites
- ☐ Manifest reconciled and signed by both parties
- ☐ Protection removed and both spaces swept
- ☐ Debris, packing material and empty crates removed or scheduled
- ☐ Walk-through with the client representative and punch list agreed
- ☐ Confirm next-day support coverage and who to call

WHAT “ON TIME” MEANS HERE

We commit to your schedule in writing and our project manager stays on site until the punch list is agreed and signed. If it is not right, we are still there — no invoice surprises, no second mobilisation charge.

PHASE 07

Occupancy & close-out.

The move is not finished when the trucks leave. Two things still cost real money: an unresolved punch list, and an origin space that has not been surrendered properly.

DAY ONE

- ☐ Floor captains on site to direct people to seats
- ☐ Punch list open and visibly tracked, with owners and dates
- ☐ IT floor-walkers on site for the first full business day
- ☐ Confirm access control, alarms and after-hours entry for all staff
- ☐ Verify HVAC, lighting, restrooms and kitchens under real load
- ☐ Collect and log every issue staff report — do not rely on memory

ORIGIN SPACE

- ☐ Decommission per the lease: furniture out, cabling pulled, walls patched
- ☐ Remove all signage, security devices and tenant equipment
- ☐ Complete e-waste disposal and collect certificates of destruction
- ☐ Photograph the restored space and file it with the manifest
- ☐ Walk the space with the landlord and get written acceptance
- ☐ Return keys, badges and fobs; confirm the deposit release in writing

FIRST WEEK

- ☐ Close the punch list; escalate anything still open at day five
- ☐ Adjust furniture, monitor arms and layouts as people settle in
- ☐ Reconcile the asset inventory against what actually arrived
- ☐ Confirm mail, courier and deliveries are arriving at the new address
- ☐ Retrieve anything left in storage that is now needed
- ☐ Survey staff briefly — one question, three days in

FINANCIAL CLOSE

- ☐ Reconcile the final invoice against the signed contract and rate sheet
- ☐ Verify overtime and additional-services charges against the day logs
- ☐ Record resale, donation and salvage credits against the budget
- ☐ Close open purchase orders and release retained amounts
- ☐ File all documentation — COIs, manifests, photos, certificates
- ☐ Hold a 30-minute debrief and write down what you would change



SURRENDER, NOT JUST MOVE-OUT

Restoration is the line item that most often blows the budget in the final month. We clear, restore and document the origin space so the deposit comes back and the lease closes clean.

By move type.

Eight specialist checklists for the work that sits on top of a standard relocation — the parts where general movers stop and the risk starts.

12 Office & corporate relocation

13 Internal moves, re-stacks & MAC

14 IT & server room relocation

15 Data center decommissioning

16 Office decom & restoration

17 FF&E installation

18 Warehouse & industrial

19 Healthcare & lab relocation

OFFICE & CORPORATE

Office & corporate relocation.

Single suite to full campus. The variables that decide whether it goes well are access, sequencing and labelling — not truck count.



BEFORE THE MOVE

- ☐ Numbered seating plan issued and posted at both ends
- ☐ Confirm which furniture moves and which is replaced on arrival
- ☐ Schedule departments so no critical function is down twice
- ☐ Reserve elevators, docks and after-hours building access
- ☐ Confirm conference, reception and executive areas are prioritised
- ☐ Identify safes, artwork, plants and specialty items for separate handling

ON THE DAY

- ☐ Protection installed at both buildings before the first item moves
- ☐ Load and unload against a signed inventory manifest
- ☐ Workstations disassembled, transported and rebuilt to plan
- ☐ Files and confidential material moved sealed and tracked
- ☐ Reception, signage and common areas set before staff arrive
- ☐ Punch list walked and agreed with your representative

WHAT WE BRING TO AN OFFICE MOVE

Dedicated project manager

One contact from first walk-through to final sign-off.

After-hours & weekend crews

Move overnight; staff walk into a working office.

Photo documentation

Pre- and post-move records at both ends, every job.

INTERNAL & MAC

Internal moves, re-stacks & MAC.

Inside the building, invisible to everyone else. Same-floor and floor-to-floor work is often more complex than a full relocation because the building stays occupied around it.



PLANNING

- ☐ Confirm from-and-to seat numbers for every person and asset
- ☐ Agree the working window: overnight, weekend or phased by floor
- ☐ Coordinate elevator and corridor use with building management
- ☐ Plan around occupied neighbouring suites — noise, dust, access
- ☐ Confirm which IT equipment moves with the desk and which is swapped
- ☐ Decide storage for furniture displaced during a re-stack

EXECUTION & MAC

- ☐ Moves: relocate employees, furniture and equipment to plan
- ☐ Adds: install new workstations, seating and equipment
- ☐ Changes: reconfigure layouts, benching and monitor arms
- ☐ Disconnect and reconnect IT at each affected seat
- ☐ Common areas cleared and cleaned before business hours
- ☐ Sign-off by floor, not just by project

BUILT FOR OCCUPIED BUILDINGS

Overnight execution

Staff leave one desk and arrive at another.

Zero tenant disruption

Hallways, lifts and lobbies kept clear and protected.

Our own workforce

Full-time, badged, briefed on your building rules.

IT & SERVER ROOM

IT & server room relocation.

The move most likely to cause real business damage, and the one most often planned last. Everything here is about sequence, documentation and a tested rollback.



BEFORE THE DISCONNECT

- ☐ Full asset inventory with serials, owners and rack locations
- ☐ Photograph every rack front and rear before a cable is pulled
- ☐ Label both ends of every cable and every patch-panel port
- ☐ Verified backup and a tested restore — not just a backup job
- ☐ Destination power, cooling and cabling confirmed live and tested
- ☐ Written downtime window, rollback plan and named sign-off

DISCONNECT TO RECONNECT

- ☐ Ordered shutdown of servers, storage, switches and appliances
- ☐ Racks and hardware moved on air-ride, shock-monitored equipment
- ☐ Chain-of-custody maintained for any data-bearing device
- ☐ Power-up in documented sequence at the destination
- ☐ Network, phones, printers and AV tested before crews release
- ☐ Desktop, laptop, docking and peripheral reconnect seat by seat

IT SERVICES WE DELIVER

Zero-downtime planning

Sequenced cutovers built around your acceptable window.

Structured cabling

Re-cabling of switches, patch panels and data drops.

With your team or end to end

We work alongside your IT staff, or own it outright.

DATA CENTER

Data center decommissioning.

Lease-end, consolidation or cloud migration. The exposure is not the hardware — it is the data on it and the paperwork that proves it was destroyed.



SCOPE & SECURITY

- ☐ Audit the floor: racks, servers, storage, network, PDUs, UPS, batteries
- ☐ Identify every data-bearing asset, including drives inside appliances
- ☐ Agree the sanitisation standard: wipe, degauss or physical destruction
- ☐ Confirm chain-of-custody and who is authorised to touch assets
- ☐ Serialised inventory reconciled against your asset register
- ☐ Confirm what is redeployed, resold, recycled or destroyed

TEARDOWN & CLOSE-OUT

- ☐ De-rack and de-cable in documented sequence
- ☐ Remove racks, cable trays, containment, PDUs and overhead
- ☐ Coordinate with landlord and building engineers on power isolation
- ☐ Certificates of data destruction and R2 or e-Stewards recycling records
- ☐ Resale and remarketing value returned against the project budget
- ☐ Space restored, photographed and handed back for lease close

WHY CLIENTS USE US FOR DECOM

Documented destruction

Serial-level certificates you can hand to audit.

Value recovery

Remarketing credits that offset the teardown cost.

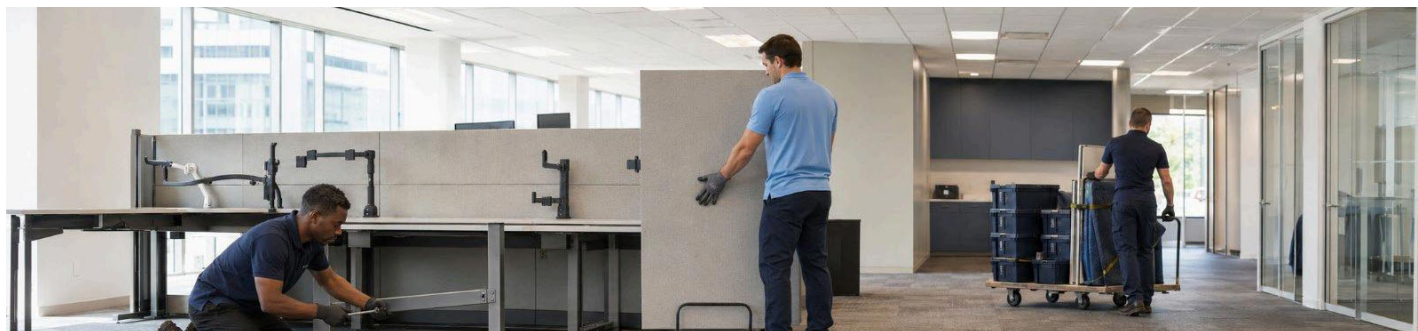
Single vendor

Teardown, transport, disposal and restoration in one scope.

OFFICE DECOM

Office decommissioning & restoration.

When the tenant moves out, the clock is on the deposit. Restoration is the line item most budgets discover in the final month — read the surrender clause in Phase 01.



CLEAR-OUT

- ☐ Full furniture removal, including cubicles and workstation disassembly
- ☐ Surplus asset liquidation with resale value returned to you
- ☐ Donation coordination with receipts for the tax deduction
- ☐ Certified e-waste disposal with certificates of destruction
- ☐ Records purged and shredded per your retention policy
- ☐ Kitchen, storage, mail room and back-of-house cleared

RESTORATION & PROOF

- ☐ Cabling and low-voltage wire pulled back to building standard
- ☐ Wall patching, painting and removal of tenant fixtures
- ☐ Carpet and tile repairs, floor protection removed
- ☐ Signage, security devices and equipment removed
- ☐ Pre- and post-photo documentation plus removal manifest
- ☐ Landlord walk-through, checklist sign-off and deposit release

WHAT THE LANDLORD RECEIVES

A restored space

Back to building standard, documented at both stages.

A paper trail

Manifest, photos, disposal and destruction certificates.

A clean close

Checklist signed, keys returned, deposit released.

FF&E INSTALLATION

FF&E installation.

Furniture, fixtures and equipment — from workstation rollouts to hotel guest rooms and executive suites. Receiving and staging is where most FF&E projects go wrong.



RECEIVING & STAGING

- ☐ Confirm who receives, inspects and signs for every delivery
- ☐ Warehouse receipt, inspection and damage claims filed on arrival
- ☐ Consolidate multiple vendors into one delivery schedule
- ☐ Store and stage by floor, room or phase — not in one pile
- ☐ Verify quantities against the order before installation day
- ☐ Confirm elevator, dock and corridor access for large pieces

INSTALLATION

- ☐ Install to the approved drawing, room by room
- ☐ Workstations, benching, private offices and executive suites
- ☐ Casegoods, seating, headboards, fixtures and millwork set
- ☐ Debris, packaging and pallets removed as you go
- ☐ Punch list walked with the designer or project team
- ☐ Adjustments completed before occupancy, not after

FF&E EXPERIENCE

Hospitality

Guest-room and public-space installs on live hotel schedules.

Corporate

Workstation and private-office rollouts at floor scale.

Healthcare & senior living

Fixtures and equipment installed to spec and inspected.

WAREHOUSE & INDUSTRIAL

Warehouse & industrial relocation.

Racking, machinery and inventory. The constraint is rarely the equipment — it is how few days you can afford to stop shipping.



PLANNING

- ☐ Confirm floor loading, ceiling height, dock count and turning radius
- ☐ Rigging plan for machinery: weight, anchoring, disconnect, re-level
- ☐ Utility disconnect and reconnect scheduled with licensed trades
- ☐ Inventory counted and reconciled before anything moves
- ☐ Racking teardown, transport and rebuild sequence agreed
- ☐ Permits for oversize loads, cranes and street use secured

EXECUTION

- ☐ Phase the move so shipping and receiving never fully stop
- ☐ Palletised inventory moved to a mapped destination layout
- ☐ Racking rebuilt, plumbed, anchored and inspected before loading
- ☐ Machinery set, levelled, reconnected and commissioned
- ☐ Forklifts, MHE and battery systems relocated and tested
- ☐ Post-move count reconciled and variances documented

INDUSTRIAL CAPABILITY

500K+ sq ft warehouse

Company-owned overflow and phased storage capacity.

Rigging & machinery

Heavy assets moved, levelled and recommissioned.

Phased execution

Move around production, not through it.

HEALTHCARE & LAB

Healthcare & lab relocation.

Patient care, chain of custody and infection control do not pause for a move. Everything is scheduled around clinical operations and documented for compliance.



COMPLIANCE & SAFETY

- ☐ Confirm infection-control requirements, containment and route protection
- ☐ Chain of custody for PHI, records, controlled substances and specimens
- ☐ Coordinate with clinical leadership on patient-care continuity
- ☐ Cold-chain plan for refrigerated and cryogenic material
- ☐ Vendor requirements for calibrated, warranted or leased equipment
- ☐ Badging, vaccination and background requirements for all crew

EXECUTION

- ☐ Move by department and shift, around clinical schedules
- ☐ Imaging and diagnostic equipment moved with vendor coordination
- ☐ Beds, casework, carts and clinical furniture relocated and set
- ☐ Labs relocated with equipment recalibration scheduled on arrival
- ☐ Sharps, biohazard and regulated waste handled per protocol
- ☐ Department-level sign-off before the unit reopens

HEALTHCARE TRACK RECORD

Hospitals & clinics

Department, floor and full-facility relocations.

Labs & imaging

Vendor-coordinated moves with recalibration built in.

Senior living

Resident-sensitive moves and full FF&E installs.

DUE DILIGENCE

Twelve questions. Six red flags.

Every commercial mover will tell you they are licensed and insured. These are the questions that separate the ones who can prove it — ask all twelve, in writing, before you sign anything.

ASK EVERY BIDDER

- 01 Are you DOT and ICC licensed, bonded and insured?**
Ask for the numbers and the certificate — not a statement on a website.
- 02 Will you name my landlord as additional insured?**
Property managers require specific wording. Confirm they will issue it.
- 03 Are your crews full-time employees or day labour?**
Ask about background checks, uniforms and average tenure.
- 04 Who is my single point of contact on move day?**
You want one project manager, named, with a mobile number.
- 05 Will you commit to the schedule and price in writing?**
A verbal “no problem” is not a commitment. Get it in the contract.
- 06 Do you document condition before and after?**
Photo documentation at both ends is your protection, not theirs.
- 07 Can you handle IT disconnect and reconnect?**
If not, you are now managing a second vendor and a shared blame line.
- 08 Can you decommission and restore the origin space?**
Restoration is the most commonly missed scope in a move budget.
- 09 Do you own warehouse space for phased storage?**
Brokered storage adds a handoff and a second liability boundary.
- 10 What happens if the building denies access on the day?**
Ask specifically what is billed and how quickly they re-mobilise.
- 11 How are overtime and additional services billed?**
Get the rate sheet up front and the authorisation process in writing.
- 12 Can you provide references for moves like mine?**
Same size, same sector, same building type — not a general list.

SIX RED FLAGS

- ! A quote given without an on-site walk-through.
- ! Insurance described as “fully covered” with no certificate offered.
- ! A price materially below every other bid — someone is missing scope.
- ! No named project manager, or a different contact each call.
- ! Crews subcontracted or staffed from a temp agency on the day.
- ! No documentation process — no photos, no manifest, no sign-off.

HOW WE ANSWER

DOT and ICC licensed, bonded and insured. 200+ full-time employees — no day labour. One dedicated project manager per project. On-time and on-budget commitments in writing, photo documentation on every job, and move, IT, MAC, decom and FF&E under one contract.

YOUR WORKING PAGES

Trackers & sign-off sheet.

Fill these in by hand as you work the phases. Between them they answer the three questions you will be asked at the end of the project: what did it cost, who owned it, and who signed it off.

BUDGET TRACKER

SCOPE	BUDGET	QUOTED	ACTUAL
Commercial move & labour			
IT disconnect / reconnect			
FF&E purchase & installation			
Decommissioning & disposal			
Restoration & landlord surrender			
Storage			
Permits, COIs & building fees			
Contingency (10–15%)			

KEY CONTACTS

ROLE	NAME	PHONE	EMAIL
Internal move owner			
Property manager — origin			
Property manager — destination			
IT lead			
Mover project manager			

PHASE SIGN-OFF

PHASE	OWNER	DATE COMPLETE	INITIALS
01 — Strategy, scope & budget			
02 — Vendors, drawings & approvals			
03 — Procurement, surplus & comms			
04 — Logistics lock-down			
05 — Move week			
06 — Move day			
07 — Occupancy & close-out			



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SINCE 1997

FREE CONSULTATION

Let's move *forward together.*

Book a 20-minute walk-through and we will turn this checklist into a costed, sequenced move plan for your space — at no cost and with no obligation.

- On-site space assessment
- Custom move & decom plan
- IT, MAC & FF&E services review
- Same-week availability

TALK TO US

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WHERE WE ARE

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