



OFFICE MOVE CHECKLIST

Office Code: Relocation Closure Amalgamation Retro-fit / Internal Move

Project Description:

Current Location:

Future Location:

Regional Office Contact:

Telephone:

Local Office on Site Contact:

Telephone:

Implementation Start Date (YYYY/MM/DD):

CONTACTS:

Name

Telephone Number

- Facilities and Workplace Solutions
- Information Management Branch for PC's
- Ministry Records Officer
- IMB for telephone requirements
- Public Service Agency
- Chart of Accounts / Spending Authority
- Government Telephone Directory Contact
- Contractors
- Movers
- ARES
- Furniture Planner
- Construction Planner
- WSS / WSI
- OHS Rep 1
- OHS Rep 2
- Workplace Health Advisor
- [specify]

APPROVALS

Manager - Finance and Administration	Print Name	Date Signed (YYYY MM DD)
Regional Executive Director	Print Name	Date Signed (YYYY MM DD)
Regional Executive Director	Print Name	Date Signed (YYYY MM DD)

Stakeholder List:

- Corporate Services Administrators
- Facilities and Workplace Solutions
- Information Management Branch
- Ministry Records Officer
- Public Service Agency
- Financial and Administrative Services Branch
- Employment and Assistance Offices
- Chief Risk Officer

PLANNING

	ACTIVITY	SDSI LEAD	OFFICE LEAD	WHEN (YYYY MMM DD)	COMPLETED (SIGN OFF)
1.	<input type="checkbox"/> Risk Assessment Completed				
2.	<input type="checkbox"/> Signage changes (internal and external)				
3.	<input type="checkbox"/> Designation parking applications to be submitted to FWS				
4.	<input type="checkbox"/> Preliminary Space Requirements document completed				
5.	<input type="checkbox"/> Floor plan is signed off and sent to FWS				
6.	<input type="checkbox"/> New furniture ordered				
7.	<input type="checkbox"/> Fax Machine Requirements				

IM/IT INFORMATION SECURITY

8.	<input type="checkbox"/> 12 month or longer reports (records pulled, listed, boxed and sent offsite as per RM procedures)	IMB / MRO			
9.	<input type="checkbox"/> ARCS files to be closed/ transferred	IMB / MRO			
10.	<input type="checkbox"/> Pre-move security message 1 of 4 to all staff involved in move (a move is being considered...(how to clean up/protect your information on physical media)	IMB			
11.	<input type="checkbox"/> Closed files with outstanding debt pulled and sent offsite as per RM procedures	IMB / MRO			
12.	<input type="checkbox"/> Cyberlock requirements	IMB			
13.	<input type="checkbox"/> Identify any special hardware / software requirements	IMB			

SCHEDULE

ACTIVITY	SDSI LEAD	OFFICE LEAD	WHEN (YYYY MMM DD)	COMPLETED (SIGN OFF)
14. <input type="checkbox"/> Determine access cards and keys required				
15. <input type="checkbox"/> Advise of move or cancellation of MFD contract to supplier				
16. <input type="checkbox"/> BC Mail notified of address change and effective date				
17. <input type="checkbox"/> Contact card coordinator for changes to Amex or purchase card holders or Business Travel Accounts				
18. <input type="checkbox"/> Chart of Accounts changed to obtain new or cancel office codes				
19. <input type="checkbox"/> Signing / spending authority changes provided to FASB (3 weeks lead-time)				
20. <input type="checkbox"/> Global changes (GAL) 4 weeks lead-time				
21. <input type="checkbox"/> RNC Access (if intergrated with G.A.'s)				
22. <input type="checkbox"/> Alternate distribution of central printed cheques				
23. <input type="checkbox"/> Cablevision cancelled or advised of change				
24. <input type="checkbox"/> Cheque stuffer to clients created advising of change				
25. <input type="checkbox"/> Advise Union				
26. <input type="checkbox"/> Advise community partners				
27. <input type="checkbox"/> Cheque message changes and MIS table updates				
28. <input type="checkbox"/> Government telephone directory changes				
29. <input type="checkbox"/> Cancel or transfer cell phones (Advise SDSI Support) **NOTE: All personal information should be deleted prior to sending to IMB**				
30. <input type="checkbox"/> Phone order to be placed (should include 10 weeks lead-time for external moves)				
31. <input type="checkbox"/> Caseload revisions (8 weeks lead-time)				

IM/IT & INFORMATION SECURITY

32.	<input type="checkbox"/> Application support security changes (3 week lead-time)				
33.	<input type="checkbox"/> CRMS User Information updates submitted to SDSI Support				
34.	<input type="checkbox"/> Surplus computer equipment and storage media identified				
35.	<input type="checkbox"/> Pre-move security message 2 of 4 to all staff involved in a move (A move is scheduled for...(clean up/protect your information on physical media)				
36.	<input type="checkbox"/> Pre-move security message 3 of 4 to all staff involved in a move Pack your bags for the move next week (clean up/protect your information on physical media; how to box and label physical information storage media that is being moved)				
37.	<input type="checkbox"/> Pre-move security message 4 of 4 to all staff involved in a move You're moving tomorrow...(Have you protected all the information in your custody?)				

IMPLEMENTATION

ACTIVITY	SDSI LEAD	OFFICE LEAD	WHEN (YYYY MMM DD)	COMPLETED (SIGN OFF)
38. <input type="checkbox"/> Safe is locked and prepared for transport				
39. <input type="checkbox"/> Negotiable documents secured in safe for move				
40. <input type="checkbox"/> Negotiable documents returned to FASB (Office Closure only)				
41. <input type="checkbox"/> Check the PPFM-U screen				
42. <input type="checkbox"/> Cheque stock management - transfer or void cheque stock				
43. <input type="checkbox"/> Review of UBO list				
44. <input type="checkbox"/> Signage at old site has reference to new site				
45. <input type="checkbox"/> Purchase authorizations DOI set up and changes				

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46.	<input type="checkbox"/> Complete asset transfer form to transfer assets to SDSI office				
47.	<input type="checkbox"/> Complete asset transfer form to transfer surplus assets to AIR				
48.	<input type="checkbox"/> Complete asset transfer form to transfer assets to ministry other than SDSI				
49.	<input type="checkbox"/> All assets have been checked for residual material left behind prior to shipping				
50.	<input type="checkbox"/> All recycling has been picked up from "old" location				
51.	<input type="checkbox"/> All confidential destruction material picked up and destroyed (certificate of destruction required)	IMB / MRO PROVIDES APPROVAL FOR DESTRUCTION TO TAKE PLACE			
52.	<input type="checkbox"/> Parking cancellations submitted				
53.	<input type="checkbox"/> Electronic data from blackberries / cell phone / pagers is wiped clean before sending to IMB for disposal or transfer	IMB			

IM/IT & INFORMATION SECURITY

54.	<input type="checkbox"/> Printers relocating identified				
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CLOSE OUT

	ACTIVITY	SDSI LEAD	OFFICE LEAD	WHEN (YYYY MMM DD)	COMPLETED (SIGN OFF)
55.	<input type="checkbox"/> Business Continuation Plan update				
56.	<input type="checkbox"/> Collect old access cards and keys				
57.	<input type="checkbox"/> Complete Security Survey				
58.	<input type="checkbox"/> Update BCP cabinet stored offsite				
59.	<input type="checkbox"/> Advise FWS / PHH of vehicle transfers				
60.	<input type="checkbox"/> Caseload transfer information provided to RRFC				
61.	<input type="checkbox"/> Indented Org chart update provided to MRO				

IM/IT & INFORMATION SECURITY

62.	<input type="checkbox"/> Post-move security message 1 of 4 (We're done, Is everything stored correctly?)				
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