

Moving CrossFit Studio Insurance Checklist



BEFORE YOU MOVE, REMEMBER TO:

- Make sure your new location has the proper zoning, adequate parking and plenty of safe places to run!
- If you are adding showers, bathrooms, mezzanine, etc. -> Be sure to acquire the proper building permits.
- You may need to arrange additional insurance, so call your broker!

BE SURE TO NOTIFY:

- Insurance broker *****IMPORTANT***** Your policy will need to be amended to include the new location
- CrossFit HQ to advise of new location
- Landlord
- Lawyer
- Accountant
- Tax Office
- Moving Company (If using one, be sure to call well in advance to ensure they are not booked up when you need them!)
- WSIB (Voluntary, not mandatory for Fitness Studios)
- Web Site Administration to update your site
- Cleaning Service
- Alarm Company
- Post Office
- Suppliers
- Utility Companies*

UTILITY COMPANIES:

- Electric
- Gas
- Water
- Water
- Garbage (Special pick-ups)
- Internet Service

BUSINESS ACCOUNTS:

- Subscriptions
- Bank
- Finance Companies
- Credit Card Company

MISCELLANEOUS

- Get new business cards and other printed materials updated