How to Move a Vending Machine

A step-by-step guide for operators, business owners and facility managers - and how to know when it's time to call a pro.

Before you start: vending machines commonly weigh 400 to 900+ lbs, are top-heavy and often have glass fronts and refrigeration. Moving one wrong can injure people, crack the glass or damage the compressor. If in doubt, get a free quote from a specialist first.

What you'll need

- Heavy-duty appliance dolly or pallet jack rated for the machine's weight
- Ratchet straps (for the dolly and the truck)
- Moving blankets, shrink wrap and cardboard for the glass front
- Liftgate truck or a ramp - never lift a machine by hand
- Floor protection (Masonite or runners) for finished floors
- At least 2-3 strong, careful people
- Tape measure, painter's tape, zip ties and the machine keys

The 10 steps

1

Check the spec plate and measure everything

Find the machine's weight and dimensions on its spec plate or in the manual. Measure every doorway, hallway, turn, elevator and the truck opening along the route. Most moves that go wrong were never measured.

2

Plan the route and the crew

Walk the path from the machine to the truck and from the truck to the new spot. Note stairs, ramps, thresholds and tight turns. Get approval from the building or property manager if needed and line up at least 2-3 people.

3

Empty the machine

Remove all product, coins and bills. Record the counter or meter readings so you have a clean record before and after the move.

4

Power down

Unplug the machine, then coil and tape the power cord to the cabinet. For refrigerated machines, let them defrost and wipe out any water.

5 **Secure the inside**
Tie down or tape loose spirals, trays and shelves. Remove or secure loose parts. Lock the door, tape it shut and keep the keys with you.

6 **Protect the outside**
Wrap the cabinet in moving blankets and shrink wrap. Add extra cardboard and padding over the glass front and the coin and bill area.

7 **Use the right equipment**
Use an appliance dolly or pallet jack rated for the weight, plus ratchet straps and a liftgate truck or ramp. Never try to lift or 'walk' the machine by hand.

8 **Tip and roll carefully**
Strap the machine to the dolly from the side. Tilt it only as much as you need to and keep it as upright as possible. Never lay it on its back or front - especially refrigerated units, where compressor oil can move into the cooling lines.

9 **Load and strap upright**
Stand the machine upright in the truck against the wall and strap it with E-track or ratchet straps. Pad between machines if you are moving more than one.

10 **Set up at the new location**
Level the machine. Let refrigerated machines stand upright before plugging them in - follow the manufacturer; many advise waiting several hours up to 24 hours. Plug into a proper grounded outlet, restock and test the bill and coin mechanisms and the cooling.

When to call a professional

- Stairs, elevators or tight break rooms
- Long-distance or interstate moves
- Multiple machines or multi-site route changes
- High-value machines - ATMs, Bitcoin kiosks, micro-market kiosks, arcade, pinball, jukeboxes and slot machines
- Tight deadlines or after-hours moves
- No truck, liftgate or rated equipment

Printable moving-day checklist

- ☐ Weight and dimensions confirmed from the spec plate
- ☐ Doorways, halls, elevator and truck measured
- ☐ Building / property manager approval (if needed)
- ☐ Crew of 2-3 people lined up
- ☐ Product, coins and bills removed; meter readings recorded
- ☐ Machine unplugged; cord coiled and taped
- ☐ Refrigerated unit defrosted and dried
- ☐ Spirals, trays and shelves secured
- ☐ Door locked and taped; keys with you
- ☐ Blankets, shrink wrap and glass protection on
- ☐ Rated dolly / pallet jack, straps and liftgate truck ready
- ☐ Machine kept upright the whole move
- ☐ Strapped upright in the truck
- ☐ Leveled at the new spot
- ☐ Refrigerated unit stood upright before power-up
- ☐ Plugged into a grounded outlet, restocked and tested

Skip the heavy lifting. Let us move it for you.

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