

**RELOCATION
STRATEGIES®**



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Relocation Checklist

Relocating your company does not have to mean loss of productivity or revenue. Our role at Relocation Strategies® is to identify the specific needs of your business and design and implement a custom business relocation plan. Below is an introductory relocation checklist to help you begin planning and organizing your company's move. Please note this is merely an outline of the upcoming steps and procedures to consider. Please contact us for a personalized consultation that will more accurately represent your specific needs.

6+ MONTHS BEFORE MOVE:

Begin developing a comprehensive move plan. Select an architect/interiors firm. Get experienced references from trusted vendors. Develop lease space/building/ furniture/IT needs and wants.

Finalize lease/site selection and execute contract documents. Work with architect/ interiors firm to develop space plan and construction documents.

5 MONTHS BEFORE MOVE:

Finalize construction documents. Hire general contractor. Identify furniture/IT equipment for liquidation. Identify any leased furniture, IT equipment, or copiers. Use correspondence to notify lessors of move.

Begin demolition and/or construction. Finalize suppliers for new furniture and IT equipment needs. Review origin lease document to determine building move-out requirements and lease space condition requirements to eliminate holdover exposure.

4 MONTHS BEFORE MOVE:

Review and finalize move plan with project manager. Use correspondence to notify origin and destination property management of move dates and elevators and entry/exit needs. Place orders for new furniture and IT equipment.

3 MONTHS BEFORE MOVE:

Get referrals for 2-3 vendors for each of the following services: Mover, Furniture Team, Sever Disconnect/Reconnect, PC Disconnect/Reconnect, Phone system transfer, Hang Team for whiteboards/art/TV's/etc., Voice and Data Cabling Installer, Card Key Access Installer, Intrusion Alarm Installer, Surveillance Camera Installer, and other vendors associated with your specific needs.

Create a cabling plan, confirm that all furniture you plan to move will fit and that all desks have the proper orientation.

Schedule time to walk each vendor through to obtain bids. Review bids for completeness, compare bids, select vendors.



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8 WEEKS BEFORE MOVE: □

Assign department heads to review critical and/or time-sensitive move plan segments. Create a trash and secure document shredding day and schedule it with internal teams. Hire selected vendors. Use correspondence to confirm furniture delivery and move plan exclusive use of elevator(s) and entry/exits with origin and destination property management. Confirm equipment move schedules with utility providers, security, furniture, IT equipment and copier lessors, and switchover for phone and internet.

6 WEEKS BEFORE MOVE: □

Select and assign move coordinators for departments. Schedule employees for move coordination training and move kick-off meetings. Schedule employee packing and move responsibility meetings.

5 WEEKS BEFORE MOVE: □

Order new address mailing cards, business cards and forms, new letterhead, and envelopes with new address. Contact U.S. Post Office and obtain change of address documents.

4 WEEKS BEFORE MOVE: □

Finalize move plan schedule with selected vendors, other suppliers, and property management. Confirm, again, in writing, all elevator and access requirements and commitments with suppliers and property management. Finalize security card access requirements. Create employee move handbook and/or move procedures handout. Finalize all PC, printer, fax, copier locations and extensions. Double check locations against electrical floor plans. Mail new address announcement cards to clients and suppliers. Create and schedule a “purge” campaign, with handout, to discard all files and items you will not need at the new location. Create a floor plan-based move plan with move label numbers assigned to each person and individual area. Assign colors per area. Confirm removal schedule of unneeded furniture identified for liquidation.

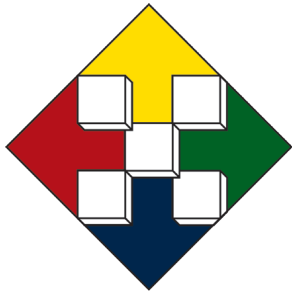
3 WEEKS BEFORE MOVE: □

Review progress of deliveries. Confirm schedules. Create schedules for specific move coordinator assignments per day and per location. Distribute them to the move coordinators.

2 WEEKS BEFORE MOVE: □

Define “lost and found” area in each major destination area. Complete installation of new furniture. Punch-list all new furniture. Hold employee move orientation meetings with move coordinators. Review entire move plan, all labeled and area colored floor plans with everyone moving, provide moving crate use training.

Finalize transition plan for IT and telephone systems needs.



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1 WEEK BEFORE MOVE: □

Review crate, box, and packing material delivery plan. Call property manager to personally confirm dock and access schedule. Review final punch list for facility with construction manager and/or general contractor. Move coordinators to meet and review move responsibilities and area label assignments with all corresponding department personnel. Post all label and color code directional signage at destination facility.

MOVE DAY: □

Walk through origin and destination space with each vendor identifying any existing damage to the facility. Station all personnel in their assigned areas at origin and destination to provide direction and answer any placement questions that arise. Manage issues with vendors and suppliers throughout the move process. At end of move walk through origin and ensure that all labeled items were properly placed.

DAY AFTER MOVE: □

Address issues that become apparent as employees arrive, make any adjustments that will make employees happier with their new surroundings. Make a complete list of any move related damages to company assets or to facility. Provide list to appropriate suppliers.

Seem a Little Overwhelming?

It doesn't have to be. Relocation Strategies is here to help with all the logistics, planning, and implementation. Our experienced staff is invested in the success of your relocation and will ensure your move goes smoothly. We have extensive knowledge in vendor assignment and relocation management. Let us do the heavy lifting and get your company back up and running with as little downtime and lost revenue as possible.

*Let Us Plan, Implement and
Execute Your Relocation*

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