

COMMERCIAL RELOCATION TIMELINE

6-12 MONTHS PRIOR TO MOVE

- Make internal company decisions
 - Type of building and square feet needed?
 - Utilize existing modular furniture?
 - Replace any case goods furniture?
 - Determine office sizes and who gets one
 - Make changes/upgrades to office systems
 - Telephone System
 - Computers & Networking
 - Copiers/Printers/Fax/Postage Meter, etc
 - Establish requirements for archiving/warehousing offsite
- Hire a tenant rep broker
- Hire an architect/interior designer
 - Create working floor draft plans
 - Provide HVAC requirements for all equipment
 - Decide on standard cabling outlet configuration (voice and data)
- Select Space
 - Negotiate lease terms
 - Sign lease
 - Give notice to landlord
- Manage construction process
 - Hire general contractor
 - Hire project manager
 - Hire MEP manager
 - Get drawings approved for permit
 - Obtain building permits

5-6 MONTHS PRIOR TO MOVE

- Create a complete working budget for all tasks
- Obtain quotes for:
 - Phone
 - Data
 - Cabling
 - Security

Obtain quotes for continued:

- Furniture
- Janitor
- Vending
- Parking
- Utilities

- Check with insurance company on coverages

3-4 MONTHS PRIOR TO MOVE

- Hire Vendors:
 - Cabling
 - Telephone system (replace it or move it, obtain new number if needed)
 - Order new phone/data service (POTS, T-1, ISDN, DSL)
 - Network (upgrade it, back it up, prepare to move it?)
 - Security system
 - Modular furniture
 - Document destructors (review company archive policy)
 - New janitorial service
 - Plant watering service
 - Liquidator
- Determine building restrictions for move hours

2 MONTHS PRIOR TO MOVE

- Change address and phone numbers
 - Order new stationary and business cards
 - Order new signage
 - Paint company vehicles
 - Change vehicle registration
 - Change website to reflect new address, phone
 - Update advertising such as Yellow Pages, online directories, etc.
 - Notify post office
 - Order name plates
 - Finalize floor plans
 - Create move packet instructions

2 MONTHS PRIOR TO MOVE CONTINUED

- Create trash and secure document shredding day(s)
- Store unneeded equipment and files
- Communicate:
 - Send memos/emails to employees
 - Letter to customers
 - Notify bank and accountant
 - Notify insurance agent
 - Notify vendors/suppliers
 - Arrange to have PCs packed/moved
 - Arrange for disassembly/reassembly of modular furniture
 - Arrange to pack/move networking equipment and servers
 - Arrange to pre-move telephone

4 WEEKS PRIOR TO MOVE

- Packing Prep:
 - Distribute move packet instructions and setup department move meetings
 - Rent move crates
 - Order and distribute boxes
 - Order and distribute packing materials
 - Order and distribute labels and markers
 - Determine who will pack common areas (reception, pantry, library, etc)
 - Determine file cabinet layout & labeling schemes for packing and create packing/labeling guidelines
 - Make arrangements to move specialized items
 - Make arrangements to move framed pictures and any special artwork
 - Verify security key/badge turn in for present facility and order for new facility
 - Take complete inventory and determine replacement value
 - Arrange for elevator access (both sites)
 - Schedule parking and unloading at both sites
 - Obtain any special moving/parking permits
 - Confirm building restrictions for move hours
 - Arrange for protection of floors, walls and elevator

3 WEEKS PRIOR TO MOVE

- Move management prep:
 - Document network log-ins, access, print spooling, etc
 - Perform complete network backup
 - Perform complete backup of telephone system
 - Document telephone extension, pooling groups, etc
 - Setup pick up/delivery schedule to allow vendors free & clear access to docks/elevators for maximum efficiency
 - Reserve times for dock and elevator usage

2 WEEKS PRIOR TO MOVE

- Schedule personal tours of the new facility
- Present move COI's to both facilities
- Stop standing order deliveries
- Label all furniture and electronics for move or liquidation
- Arrange for extra trash containers
- Determine origin and destination move coordinator

MOVE DAY

- Clean up/demo old site:
 - Remove old cabling
 - Arrange for special trash pickup
 - Perform final cleaning
 - Retrieve keys for all offices
 - Complete final walk through with move supervisor to ensure all items have been removed from the origin site

DAY AFTER THE MOVE

- Have vendor punch crews on hand for:
 - Service agreements
 - Business licenses
 - Insurance
 - Sales and Use certificates
 - Equipment leases
 - Mandatory HR postings
- Have issue log system checked by all vendors

AFTER THE MOVE

- Complete issues log

