



Integrated Relocation Management

Elevate Your Project Experience.

The logistics of your relocation are critical, but your organization is at risk if you are not focusing on the employee experience. The last aspect of the project anyone should remember is the move. While building out a great space on-time and under budget is important, providing your employees with the information they need to be effective throughout the life of the project is paramount.

Our team prepares, administers, and executes solutions across complex relocation and decommissioning projects, while taking on as much (or as little) of the project as your team requires. Providing internal teams and external service providers a seamless transition across all industries.

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Our Integrated Relocation Management solution allows you to concentrate on your core responsibilities while we focus on enhancing your large-scale and complex relocations.

- Kick-off & Engagement
- Support Team Coordination
- Budget Development
- Integrated Schedule
- Employee Communications
- Technology Support
- Database Development
- Physical Move Management
- Post Move Support
- Restoration Strategy



Your Comprehensive Relocation Plan will not only minimize business disruption, but also include a relocation focused Communication Plan. Detailing what employees can expect and when to expect it - providing your team with the information, confidence, and satisfaction they deserve.

YOUR RELOCATION PACKET

SARAH LOPEZ
 12/01/23
5-298
 ORIGINAL LOCATION
 4-182
 MOVE COLOR
 BLUE
 INFORMATION

WE ARE MOVING!
 Hey team, guess what!? Our new space is going to be incredible - we've got all the cool stuff waiting for us - modern facilities, comfy workstations, and even a snazzy break room.
 This website is your single source for all relocation related information and updates. Stay tuned, and let the countdown to our office adventure begin!
12/01/24
55 DAYS

SETTLING INTO YOUR SPACE

- ✓ Upon arrival to your new location, please take a moment to run through the following checklist.
- ✓ Locate your individual lateral file drawer, confirm that your items have arrived safely from your previous location, and choose a seat to work from.
- ✓ Log into your computer to make sure that it is working.
- ✓ Update your Outlook e-mail signature with your new address.

- ✓ Login to a phone using extension mobility (see tip sheet for instructions).
- ✓ Make a call and have them return your call to confirm that your phone is working properly.
- ✓ Review emergency evacuation maps for your space.
- ✓ Ask an IT associate to learn about how to map your computer to the printers and login using extension mobility.

TECHNOLOGY TIP SHEETS

Below is a list of available technology tip sheets that have been developed by our IT team. They will also be distributed on day one in the new office.

- ✓ Cisco AnyConnect VPN & Network Drives
- ✓ Docking Station & Dual Monitors
- ✓ Extension Mobility Phones
- ✓ Office Communicator

OFFICE ETIQUETTE

- ✓ **Meeting Space & Individual Space Etiquette**
 - Adhere to the clean desk policy to maintain flexibility for all users sharing this space.
 - Tidy up meeting rooms after using them (e.g., push in the chairs, turn off the TV monitors, throw away trash).

Technology Etiquette

- ✓ Avoid using speakerphone in the open office at workstations; speakerphone is only to be used in enclosed rooms.
- ✓ Turn down the volume on the ringers and notifications on your desk phone and cell phone to reduce noise level in the office.
- ✓ Approach people at their desk cautiously - someone may be on a call using their headset.

Culture Etiquette

- ✓ Do not leave dirty dishes and glasses anywhere other than in the dishwasher in the kitchen.
- ✓ Large personal shipments are not permitted in the new space. Envelopes are OK. Boxes are not.
- ✓ Personal items should be kept to a minimum and must fit in your lateral drawer if you intend to keep them in the office overnight.
- ✓ Have fun and respect your colleagues!

BUSINESS SERVICES

- ✓ **Mail Service**
 - Individual mail folders will be in a file cabinet. More information regarding how to receive your mail will be distributed on day one.
- ✓ **Reserving Meeting Space**
 - Meetings or individual room reservations can be scheduled by contacting the reception desk.
- ✓ **Technology Support**
 - During the first few days in the new space, there will be multiple IT representatives onsite providing hands-on training.
- ✓ **Print Services**
 - There will be 2 multi-function devices in the new office. Please see below for their names as they'll appear on your laptops.

RELOCATION CONTACTS

- Move Manager - Person Name
(xxx) xxx-xxxx
email@email.com
- Move Manager - Person Name
(xxx) xxx-xxxx
email@email.com
- Move Manager - Person Name
(xxx) xxx-xxxx
email@email.com
- Move Manager - Person Name
(xxx) xxx-xxxx
email@email.com

RELOCATION DAY

- ✓ Pack all work items in your designated boxes.
- ✓ Start packing items in your designated boxes by 5:00PM.
- ✓ Finish packing and shut-down all personal equipment by 5:00PM.
- ✓ Complete the Relocation Check Out Sheet and return to your Relocation Coordinator in the lock room.
- ✓ Throw away all trash - leave nothing behind on/in your workspace. Place fur overhead bin, desk drawer, or file cabinet and place office keys in the door!
- ✓ Label **all** computer equipment (except your laptop) before you leave; include and speakers. Be sure to indicate where you want items placed (left, right appropriate box on the move label (see page 2).
- ✓ Your Origin Sign has your relevant relocation information. Please hang it in your workspace. This is the final indicator to the move team that your workspace is ready.
- ✓ Take your laptop and personal items home.

YOUR NEW SPACE

- ✓ Review the Welcome Information provided at your desk.
- ✓ Unpack immediately. Place your empty crates in designated pickup area (up to 10 per dolly).
- ✓ Check your phone and computer equipment for connectivity.
- ✓ If you have any move related issues, please submit a Post Relocation command center.

PREPARE YOUR WORKSPACE

We only have a few months **BEFORE WE START YOUR RELOCATION**

- Organize Your Workspace
- Recycle Unnecessary Paperwork
- Shred Sensitive Documents
- Take Personal Items Home



MOVING CRATES

PLEASE PLACE YOUR EMPTY CRATES HERE



RELOCATION INSTRUCTIONS

PACKING 101

Use the moving crates provided to pack your items. Be sure to keep needed items accessible until moving day. You are responsible for packing all contents of your office or work area. If you are going to be out of the office during the move, pack prior to leaving on your last day.

Items in boxes, at least the size of a standard records box, do not need to be packed into crates - just adhere a label to both ends of each box.

PACKING LABELS

Pre-printed colored labels have been included in this packet. Both the color and the number on the label correspond with your new seating assignment and cannot be changed for any reason.

Remember - if it's not labeled, it won't be moved! Please leave any extra labels on your desk in case they are needed during the move. You must label all non-crated items to be moved. Record the crate/item number on each label.

HOW TO LABEL

- ✓ Label both ends of all crates. Do not place labels on top of the crates; once stacked, the labels cannot be seen!
- ✓ Label your phone, headset, computer or docking station, mouse, keyboard, and monitors.
- ✓ When labeling your monitor(s) and phone, indicate on "which side" to place these items by marking the appropriate box on the move label. (e.g. your right side monitor should have an "R" written in the right side box - other boxes would be left blank).
- ✓ Label any other items approved to move that are too large for a crate such as paper boxes and foot rests.

Do not label plants or personal items, as these items are to be taken home prior to the move. We will not be held responsible for lost or damaged personal items.

SENSITIVE OR CONFIDENTIAL MATERIALS

Secure these crates with plastic secure ties and zip ties provided by your Relocation Coordinator. The paperwork and instructions to document the contents is included in your Relocation Packet (Secure File Procedures & Transfer Form).

Each crate will require one numbered secure tie and one regular zip tie to be properly secured.

DO LABEL

- ✓ All Computer Equipment (except for laptops)
- ✓ Monitors (on the base/side only / indicate left, right, or middle)
- ✓ Phone (please indicate left or right) / Headsets / Amplifiers
- ✓ Personal Artwork
- ✓ Crates (both ends in a prominent location)
- ✓ Cardboard Boxes

TAKE HOME

- ✓ Laptops / Tablets
- ✓ Cell Phone / Chargers
- ✓ Personal Items

DO NOT LABEL

- ✓ Top of Crate
- ✓ Network Printers / Copiers
- ✓ Kitchen Appliances
- ✓ Coat Trees
- ✓ Space Heaters
- ✓ Workspace Nameplate
- ✓ Corporate Artwork
- ✓ Televisions
- ✓ Floor Mats
- ✓ Whiteboards
- ✓ Trash Cans / Recycling Bins
- ✓ Chairs