



# OMNIA Partners & Andrews

PRIVATE SECTOR | Corporate, Enterprise & Private Equity

## 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
  - 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
- 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



## 4 WEEKS PRIOR TO MOVE CONT.

- 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