



Integrated Relocation Management

Elevate Your Project Experience.

The logistics of your relocation are critical, but your organization is at risk without focusing on the employee experience. The last aspect of the project anyone will 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.

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
- Business Unit Engagement
- Budget Development
- Integrated Schedule
- Employee Communications
- Technology Support
- Database Development
- Physical Move Management
- Relocation Survey
- 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.

RELOCATION FOCUSED COMMUNICATION

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

SETTLING INTO YOUR SPACE

TECHNOLOGY TIP SHEETS

OFFICE ETIQUETTE

BUSINESS SERVICES

RELOCATION CONTACTS

RELOCATION DAY

YOUR NEW SPACE

WELCOME TO OUR NEW OFFICE

PREPARE YOUR WORKSPACE

MOVING CRATES

PLEASE PLACE YOUR EMPTY CRATES HERE

RELOCATION INSTRUCTIONS

PACKING 101

PACKING LABELS

HOW TO LABEL

DO LABEL

TAKE HOME

DO NOT LABEL

SENSITIVE OR CONFIDENTIAL MATERIALS

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's get set up for our office adventure begin!
12/01/24
55 DAYS

RELOCATION INFORMATION | **PHOTOS** | **FAQ**

Location & Parking | **About the Building** | **Amenities** | **Relocation Information** | **Photos** | **FAQ**