

# Office Relocation Countdown Planner

## Move Day Minus 4 Weeks

- Meet with moving company representative to finalize schedule
- Refine schedule & responsibilities
- Assign move numbers and label colors and review with moving company representative
- Create employee move packet/instructions
- Prepare agenda and content for employee move orientation meeting
- Identify items of “high-value”
- Discuss coverage during move with your insurance carrier
- Declare items of “high-value” to the mover in writing

## Important Questions To Ask:

Changes in the schedule or responsibilities can impact the cost of the move. Check with representative to see how change might impact the cost.

- Will you want to conduct a purge campaign to discard files and items you will not need at the new location?
- Are there any potential delays to moving in?
- Are any special insurance policies required to cover items during the move?
- Where do you want to stage cartons in your office for employees to access?

## Move Day Minus 3 Weeks

- Conduct employee move orientation meeting
- Distribute employee move packets schedule carton delivery
- Distribute moving labels
- Identify “special care” items & review with moving company
- Schedule individuals to be on-site during the move
- Establish method of communication for the move i.e. cell phones, radios etc.

## Important Questions To Ask:

Conducting an employee move orientation is not only useful for your employees, but also useful for you. Many times this type of interaction will identify pre-problems and allow you to address the issues before they happen.

- Have any new issues been raised that I have missed in my planning?
- Are there any conflicts with related vendors performing services during the project?

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- Are the employees & move coordinators absolutely clear on what is expected of them?

## Move Day Minus 2 Weeks

- Cartons & labels delivered
- Define lost & found area at the new location
- Create emergency preparedness plan for move:
  - Elevator maintenance on-call
  - Building contacts for off-hours
  - Moving company contact for off-hours
  - Contact for it personnel & supplier off-hours
  - Contact for telecommunications suppliers off-hours

## Important Questions To Ask:

- Who will be away from the office during the move and how will their responsibilities be addressed?
- Has packing & labeling responsibility been assigned for common areas such as supply rooms, file rooms, and kitchens etc.?
- Have i lined up emergency contact information for all suppliers during the move?

## Move Week

- Confirm all building reservations
- Conduct supervisor orientation meeting with moving company
- Complete and thorough review of labeling, sequence, schedule, facility protection and items requiring special care
- Walk the space and check progress, be seen and accessible to answer lots of questions!
- Confirm schedules of those who will be on-site during the move
- Distribute cell phone radio or other communication devices
- Post signage at the destination including floor plans, office layout diagrams and individual placards on cubicles
- Make individual copies of floor plans and distribute to those who will be on-site during the move
- Survey and take note of the new facility for any existing damage to the walls, door jams or floor coverings

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## Move Day

- Assign move coordinators to origin & destination
- Be prepared to direct movers and answer questions regarding placement of items  
make list of items requiring adjustments for the moving crew at the end of the move
- Monitor any items going to designated lost and found area
- Complete final walk through with move supervisor at the old facility to make sure all items have been moved
- Fine tune, cleanup and rearrange at the end of the job

## Important Items To Note:

Your customers (the employees of your company) are typically not on-site during the move. Often the project is informally evaluated by how the office appears the first working day after the move.

- Are all cartons stacked neatly labels facing out?
- Are the hallways free of debris left over from the move?
- Are you prepared to quickly and efficiently handle their inquiries?

## After The Move

- Manage inquiries from employees
- Make list of items requiring attention
- Survey for any potential damage to the space or your assets
- Schedule follow up crew for post move activity