Introduction to Planning an Office Move

Office relocations have unique challenges in timing and the organization of many components. It is helpful to discuss your plans in detail with your Ace Relocation Systems project representative. This document is a starting point for planning your office move and can help with overall planning, but many times special circumstances require services that may not be addressed in this document. We look forward to working with you to facilitate a flawless relocation.

Six weeks prior to your Office Move

- Review disassembly & reassembly requirements for cubicles and office equipment
- Meet with IT department to discuss time critical components of moving servers and desktop equipment
- Assign “Move Coordinator” role to individuals within each department
- Schedule standing weekly meetings with Move Coordinators to discuss upcoming move
- Schedule kick-off meeting with Ace Relocation Systems, Inc. representative
- Advise landlords of the origin & destination facilities (in writing) when the move will take place
- Review and clearly define all areas of responsibility
  - Packing common areas
  - Dismantle cubicles and reassembly
  - Installation and reconnection of servers/desktop equipment
  - Bracing
  - Facility protection
  - Move sequence and time
  - Critical components

Important Questions To Ask:

Coordinating a move can be complicated depending on IT issues and whether or not you will utilize your existing furniture or purchase new.

- If furniture is involved who will create space plan?
- If existing modular furniture is involved who will create an installation plan?
- Who will disconnect/reconnect desktops?
- How will seating assignments be determined?
- Will existing furniture be redeployed to different individuals at the new location?
- How will security & building access work at the new location?
- How will furniture not being used at the new location be liquidated?

Your Ace project manager will be able to help you with a strategy to deal with these issues.
Four Weeks Prior to your Office Move

- Meet with Ace representative to finalize move schedule
- Refine schedule & responsibilities
- Assign move numbers and label colors. Review with Ace 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
- Provide list of “Items Of High-Value” to Ace in writing

Important Questions To Ask:

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

- 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? Certificates of insurance?
- Where do you want to store cartons in your office for employees to access?

3 Weeks Prior to your Office Move

- Conduct employee move orientation meeting
- Distribute employee move packets
- Schedule carton delivery with Ace Relocation Systems, Inc.
- Distribute moving labels
- Identify “Special Care” items & review with Ace
- Schedule necessary staff 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 problems before they happen and allow you to address the issues.

- Have any new issues been raised that I have missed in my planning?
- Are there any time conflicts with related vendors performing services during the project?
- Are the employees & move coordinators absolutely clear on what is expected of them?
**Two Weeks Prior to your Office Move**

- 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
  - Ace 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.?
- Has emergency contact information been supplied by all vendors involved in the move?

**Move Week**

- Confirm all building reservations
- Conduct supervisor orientation meeting with your Ace project manager
- 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
**Move Day(s)**

- Assign move coordinators to origin & destination
- Be prepared to direct movers & answer questions regarding placement of items
- Make a list of items requiring adjustments for the Ace 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 times the project is informally evaluated by how the office appears the first working day after the move.

- Are all cartons stacked neatly and labels facing out?
- Are the hallways free of debris left over from the move?
- Are you prepared to quickly an 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 crews for post move activity