



## Sample Planning Timeline

### Introduction

This guide was developed to give an overview for planning a large office relocation. Specialty moves will involve various components not addressed in this document. These types of moves might include Law Firms, Laboratories Academic Institutions, Data-centers and remodeling moves. Furthermore, many moves have unique challenges that should be discussed in detail with your COR-O-VAN representative. This is meant as a starting point in the planning of your project.

### Move Day Minus 6 weeks

- Review Disassembly & Reassembly Requirements
- Meet with IT to Discuss Time Critical Components Of Server Moves
- Meet With IT to Discuss Time Critical Components Of Desk-Top Move
- Assign Move Coordinator Role To Individuals Within Each Department
- Schedule Standing Meetings With Move Coordinators To Discuss Impending Move
- Schedule Kick-Off Meeting With Moving Company Representative
- Schedule Move With Landlords Of The Origin & Destination Facilities (in writing)
- Review And Clearly Define All Areas Of Responsibility
  - Packing Common Area
  - Installation
  - Bracing
  - Facility Protection
  - Move Sequence And Time Critical Components

#### Important Questions To Ask:

Coordinating a move can be complicated to varying degrees, 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 I Liquidate Furniture Not Being Used At The New Location?***

Your moving company representative should be able to help you with a strategy to deal with the issues



## Sample Planning Timeline

### **Move Day Minus 4 weeks**

- Meet With Moving Company Representative To Finalize Schedule
- Refine Schedule & Responsibilities
- Assign Move Numbers And Label Colors. 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 the 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 IE 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?***

**Are The Employees & Move Coordinators Absolutely Clear On What Is Expected Of Them?**



## Sample Planning Timeline

### **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



## Sample Planning Timeline

### **Move Day(s)**

- 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 times 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