

MOVING SOON?

Preparing a detailed checklist today will save you from numerous future headaches on your next move!

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Puget Sound Properties

A checklist ensures that all the large, as well as small, details are monitored.

You move into your newly constructed space but a strange silence permeates throughout the area. What is happening? Someone forgot to notify the telephone company about the relocation to the new space. A forwarding number was not given when calling the old number nor did the 411 operator have any information on the new number. Disasters such as this (or even worse) can happen when you relocate your operations to a new location. As they say, "Things can fall between the cracks." So many items have to be addressed when you relocate that it is very difficult to keep track of all the details. That is why it is extremely important to have a checklist so that all the critical tasks can be monitored.



A checklist will help keep you calm, cool, & focused!

A checklist is only as good as the individual who is assigned to constantly review, act upon, and finalize all the items that are enumerated. The complexity of the project may dictate that several coordinators be appointed so that the critical components of the project are properly handled. These may entail telecommunications, movers, computer installation, security, furniture, etc. Some of the items may require an early decision, while others can be accomplished within one to two weeks of the move.

One of the key items that must be realized is that the company must be flexible when establishing a move date (if that is possible). The move is usually dictated by the construction of the new space. Due to unforeseen problems, the construction process may take longer



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Relocation Checklist

Initial Planning

- Establish in-house coordinators (move, communications, computer, furniture, etc.)
- Review aspects of move with Landlord:
 - ⇒ Availability of elevators (at least two)
 - ⇒ Security during move & areas to be protected
 - ⇒ Use of loading dock
 - ⇒ Restricted hours
 - ⇒ Parking availability
 - ⇒ Other major activities going on in the building during the move date
- Establish move date (consider alternative dates)
- Develop scope for move
- Prepare list of movers and submit RFP (Request for Proposal)
- Interview movers and make selection
- Negotiate contract with movers
- Prepare list of special equipment requirements
- Contact movers that handle special equipment (computers, etc.)
- Notify Post Office of address change (when date has been confirmed)
- Send out change of address notices to clients and service organizations
- Prior to move review all files and discard unnecessary files and/or place them in an off-site storage facility
- Prepare internal memo spelling out move dates, coordination contracts, purging of files, etc.
- Prepare diagrams of the proposed space (for internal distribution)
- Contract with local and special telephone system vendors (specify alternative move dates)
- If abandoning old furniture, retain "used" furniture company to appraise value of the furniture in question
- Retain specialty cleaning contractor to clean under the raised floors and the pedestals (in computer rooms, trading rooms, etc.) prior to starting the new operation

Just Before and Just After Move

- Back up all systems (computers, telephones, etc.)
- Survey the space with the mover prior to actual move (note any defects on walls, doors, floors, etc.)
- Check all furniture items for dents, "dings," etc.
- Check all walls for damage by movers
- Prepare recorded message with new telephone number for callers dialing old telephone number
- Retain security guards during move and up to occupancy of the space (if internal security system is not operational)
- Notify telephone company to place company name and number in information directory
- All data outlets to be checked for correct line connections
- Establish a "Trouble Desk" for resolving problems and/or complaints
- Set up meeting with landlord to review space temperatures, janitorial requirements, elevator service, and other lease issues

Contingency Planning

- Prepare plans and develop action scenario for "disaster" computer and telephone shut down
- Set up telephone contact notification system (for critical personnel)

Relocation Checklist

Stationery

- Order new stationery
- Order new business cards

Insurance

- Advise underwriter of new location
- Establish new limits for space, including all specialty equipment (telephone, computer, etc.)
- Cross check with lease requirements

Invoicing and Budgeting

- Notify accounting of lease payment
- Establish procedures for checking utility bills accuracy
- Other monthly bills to consider:
 - ⇒ Equipment maintenance
 - ⇒ Special cleaning services (not covered by the normal janitorial contract)
 - ⇒ Communications
 - ⇒ Equipment leasing
- Develop yearly costs:
 - ⇒ Rental
 - ⇒ Janitorial
 - ⇒ Utilities
 - ⇒ Communications
 - ⇒ Maintenance
 - ⇒ Plants
 - ⇒ Paper

Janitorial

- Clean space one day prior to move-in
- Review requirements and establish quality level
- Use night sign-in book for problem areas

Operations

- Assimilate all "as-built" drawings of the space (including cable run-outs)
- Have contractor give instructions on the operation of all the special equipment
- Obtain and centralize all maintenance manuals
- Obtain emergency telephone numbers for all special equipment
- Develop attic stock of bulbs, ceiling tile, carpet, paint, flooring, etc.
- Retain maintenance contractor for special HVAC and electrical equipment

General

- Send flowers to secretarial areas
- Prepare new company directory with names, addresses, telephone numbers
- Issue security cards or badges (if required)

***Following a good
checklist helps
minimize unforeseen
moving problems.***



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than what was originally scheduled. Thus, alternative dates must be reviewed and evaluated when planning the move. "Latest decision dates" (two weeks prior to move, one week prior to move, etc.) should be obtained from the phone company, post offices, movers, computer company, etc., so you can properly change the move date (if required). It is preferable to move on a weekend or if possible on a three-day holiday weekend. The three-day weekend affords the client an opportunity to pretest the phones and other data systems. The cleaning services should perform their janitorial responsibility on the day before occupancy takes place.

On the first day that the client starts operations in the new space, a "Trouble Desk" should be established. The desk should be manned by personnel who can deal with telecommunications problems, lost or damaged items (from the move), furniture not in place, electrical problems, etc. Experience gained from other projects indicates that it takes as long as two to three months after a move to get the space in a stable condition.

If you follow the guidelines suggested on the Checklist, then your problems should be minimized and you will have a successful move.

Our team has helped many of today's leading firms increase profitability by lowering lease costs. We help businesses get better space and lower their cost often by 20% or more. We also negotiate the best business terms on your behalf.

Please call us today for more information on how to make your real estate a competitive advantage for your firm.



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