



## **Moving Planning Guidelines**

The following is a general guideline for planning a large office move. Please revise this plan according to your specific requirements to ensure that your unique needs are met.

### **6 Weeks Out from Move Date:**

- Determine furniture and equipment disassembly and reassembly requirements
- Review time critical needs to server moves with IT department
- Review time critical needs for desk-top moves with IT department
- Assign each department their own move coordinator
- Meet with Corporate Moves to discuss and schedule upcoming move needs
- Schedule move with Facility / Property Manager(s) for existing and new office space
- Define and review areas of responsibility to include:
  - Common area packing
  - Installation
  - Bracing
  - Protection / security of facility
  - Move sequence / schedules

Other factors to consider:

- Contact Corporate Moves to create space plan
- Contact Corporate Moves to create installation plan
- Contact IT department or Corporate Moves to disconnect / reconnect all computers and servers
- Contact Corporate Moves to refurbish existing furniture or to select new / used furniture
- Determine security needs for new location

### **4 Weeks Out from Move Date:**

- Finalize schedule with Corporate Moves
- Review all internal / departmental schedules
- Per recommendations from Corporate Moves, assign move numbers and label colors to coordinate packing
- Distribute packing instructions to all employees
- Schedule and prepare for employee moving orientation meeting
- Create list of high-value items and determine security needs
- Contact insurance company to ensure adequate coverage for upcoming move; include all high value items in writing

Other factors to consider:

- Create policy on discarding files and other items including equipment, furniture, etc.; contact shredding company if necessary
- Verify all schedule dates

### **3 Weeks Out from Move Date:**

- Conduct employee move orientation meeting
- Distribute moving packets to all employees
- Schedule delivery of cartons
- Distribute moving labels

- Meet with Corporate Moves to discuss fragile and high value items
- Schedule employees for actual office move and assign responsibilities in writing
- Establish communication methods: cell phones, radios, e-mail, etc.

Other factors to consider:

- Brainstorm for any overlooked items to be scheduled in the move
- Contact all contractors / vendors and ensure that schedule is on-time

### **2 Weeks Out from Move Date:**

- Delivery of labels and cartons - allocate to departments to begin packing
- Identify common area at new location for Lost & Found items
- Create crisis plan with list of necessary contacts in the event of an emergency
  - Corporate Moves contact
  - IT contact
  - Telecommunications contact
  - Elevator maintenance contact
  - Facility / Property Manager contact
  - List of departmental moving coordinators

### **Week of Move:**

- Confirm the following:
  - Building reservations
  - Schedules of those who will be on-site for move
  - Boxes have been labeled
  - Facility protection with security company
  - Schedule of all contractors
- Conduct orientation meeting with Corporate Moves with all departmental moving coordinators
- Be accessible to answer all questions and confirm progress
- Distribute cell phones or alternative means for communication
- Post signage to illustrate floor plans, layout diagrams and cubicle design with individual placards on cubicles
- Survey new site for existing damage and confirm in writing to Facility Manager; walk the space with Facility Manager prior to move if necessary

### **Move Day:**

- Meet with departmental move coordinators and begin move
- Assist Corporate Moves with specific placement of items and furniture
- Determine adjustments that will be required for execution of plan - discuss with Corporate Moves
- Monitor Lost & Found area
- Walk through old facility with Facility / Property Manager to ensure items have been moved and offices are in good repair
- Revise plan as you go to meet specific needs