



## **Relocation Timeline**

**1 - 3 years** . . . Select broker and determine needs. If considering a build-to-suit: tour selected sites, and hire project management consultant and architect.

### **8 Months**

Commence lease negotiations and space planning of office space.

Make a determination as to whether or not you will be moving into existing furniture or buying new. If you are buying new, begin interviewing dealers.

Decide whether or not you will need the services of a design firm.

Evaluate your Communications System. If buying new, send out Request For Proposal to several vendors.

### **6 Months**

Refine space plan and finalize lease negotiations.

Meet with your landlord and give him an idea of your move-in schedule.

Review the credentials of all interior contractors bidding on build-out of your space. Tour spaces they have recently completed. Talk to their clients. Interview their management

Have your dealer/design firm begin the specification process on wall covering, paint, carpet. Your contractors will need this information to bid on the project. Begin negotiations of contract pricing on your furniture specifications. Remember that negotiating a price is always better than putting your package out to bid for the lowest possible price. Why? Because when you put the package out to bid you are shopping for price only...service levels will be compromised in an effort to keep price down. Service is the key issue for a successful project.

Make a list of all existing and to be purchased equipment for electrical specifications in the new space. This includes:

- Coffee Machines
- Copiers
- Computers: CPU, PC's, Printers, CRI's
- Appliances
- Telephone Equipment, Fax Machines
- Postage Machine
- Vending Machines
- Video Equipment

Start interviewing moving companies. Talk to three customers they have moved recently. Ask movers to give you a suggested itinerary for move-in and a list of equipment they will use. This will give you an idea of their organizational skills.

Call the phone company for confirmation about keeping your existing number

Set the new telephone system parameters and review your existing system capabilities.

#### **4 Months**

Lease is signed. Meet with outside vendors to establish installation dates and construction schedule.

Begin build-out space. (Of course this depends on the size of your move).

Plan to walk your new space at least twice a week with your construction foreman and a representative from your design firm. Check for problems and delays.

Finalize furniture order. Standard lead times vary but expect at least 4 weeks. This will allow for adequate delivery of most lines. COM's (Customer's Own Materials), and special finishes may take longer. Plan accordingly. Make arrangements for warehousing of required.

Begin planning move of all data and computer equipment. Set up a schedule that will not conflict with schedules of other vendors.

Watch for subscriptions and change the address for publications such as magazines and newspapers. (Yellow Pages need 6 months notice).

Order new stationery with change of address and new phone number. Include:

- Letterhead
- Business Cards
- Brochure Masters
- Mailing Labels
- Invoice Forms
- Others

Start a "Move Announcement" mailing list. Include all clients, vendors, and others with whom you do business. Send copies of "Move Announcement Mailing List" form to all employees who should add to the list.

### **3 Months**

Continue your twice-a-week walk through the new space. If there is a delay due to long lead times, discuss with your dealer to determine need for re-selection or plan for options.

Schedule meeting with all vendors to discuss and create a "Vendor Move- In Master Schedule"

Plan a company-wide "clean out" day. Archive or dump/recycle old files, catalogs, etc. Designate specific areas for recycling with instructions on what to recycle.

Choose telephone vendor and order system. Finalize the office roster and engineer the system.

Send out change of address notices to corporate subscriptions and professional organizations in which you hold membership.

### **2 Months**

On-site inspection of improvements

Attend weekly construction meetings to address any clarifications or changes and review progress.

Inform employees of moving date. Hold employee meetings to discuss concern and answer questions.

Confirm completion/delivery date of furniture.

### **6 Weeks**

Meet as a group with all vendors to go over scheduling, move-in requirements, questions, etc.

Continue bi-weekly walk-through of space with contractor, designer, landlord, etc.

Get status report from dealer in regard to furniture still outstanding. Discuss problems with dealer/designer. Be clear on all ship items and dates.

Notify vendors and schedule the relocation of leased equipment

Have mover contact the landlords to determine special access needs and building protection requirements.

Decide how move management team will communicate on move day; phones, radios, cellulars, etc.

## **1 Month**

Contractor coordinates with furniture, cabling, and phone installers.

Meet with all vendors one last time. Be sure all are clear about scheduling procedures. Make note of all questions and put into minutes. Distribute meeting minutes to all parties.

Schedule orientation program with employees to prepare them for moving day. Have your move/dealer/phone representative present their roles in the move.

Schedule switch-over date for computers and phones.

Employee move-in packets should be formatted by now. Remember to list emergency exit procedures and maps of local amenity locations (banks, restaurants, stores, etc.)

Send out Move Announcements

## **1 Week**

Contact each vendor. Be sure they are clear on schedules. Be sure you have everything on schedule.

Meet with all employees to go over move day criteria one more time.

Be sure phone company and utilities are lined up for cut-on/cut-off.

Make sure your Certificate of Occupancy has been given before move-in day. Discuss this with the landlord and broker at this time.

Final walk-through of space with landlord, contractor, designer, and broker to create construction punchlist