Argosy Management Group

Office Relocation Timeline

The daunting task of managing your company's relocation can be overwhelming, time consuming, and expensive. There are many questions you'll ask yourself when moving your company to a new office space. Here are a few keys areas you'll want to consider before you begin:

- **PLANNING**
- **BUDGETS & SCHEDULES**
- **SPACE PLANNING & FURNITURE NEEDS**
- **PHONE & DATA MANAGEMENT**
- **EMPLOYEE COMMUNICATION & PREPARATION**

Every company is different therefore every move is *very* different. Taking the following steps will help ensure a successful relocation and transition into your new space:

- **9-12 Months before Moving:**
  - ✓ Partner with an office relocation and logistics project management company for a single-source operation. Obtain the necessary bids and establish your preliminary budget.
  - ✓ Conduct a pre-move assessment, and decide what's moving and what's not.
  - ✓ Work with your relocation company to identify preliminary timelines, phases, and schedules. This will also minimize downtime and disruption to employees, and reduce expenses long term.
  - ✓ Finalize your space plan.
- **6-9 Months before Moving:**
  - ✓ Review your furniture needs. Decide whether you require disposal of existing furniture or the purchase and layout of new furniture.
  - ✓ Make decisions on existing phone system, security requirements, cabling, and I.T. data infrastructure. Order new services if needed.
- **3-6 Months before Moving:**
  - ✓ Acquire floor plans for both new and existing facilities.
  - ✓ Determine move requirements, packing needs, and specialty equipment to be moved.

- ✓ Finalize on-site record of existing furniture and equipment, recycled items, and items to be disposed.

- **8-12 weeks before Moving:**
  - ✓ Update move schedule and communicate internally as needed.
  - ✓ Verify your Certificates of Insurance are up-to-date, and re-check your insurance.
  - ✓ Schedule a commercial cleaning service for both old and new spaces.
  - ✓ Order new stationary and forms with your new address and phone numbers, and update your website.

- **2-8 weeks before Moving:**
  - ✓ Monitor and finalize move schedule.
  - ✓ Notify vendors and clients of your move.
  - ✓ Begin packing and purging.
  - ✓ Create a move 'map' plan for new space.
  - ✓ Obtain moving crates, cartons, etc.
  - ✓ Confirm Certificate of Occupancy.

- **1-2 weeks before Moving:**
  - ✓ Ensure coordination of schedules is in agreement, and communicate expectations to employees.
  - ✓ Back up computers!!!
  - ✓ Pack desks, office contents and label.

- **Moving Day:**
  - ✓ Arrange staff to assist at both old and new spaces.
  - ✓ Arrange furniture according to plans.
  - ✓ Install/reconnect computers and equipment.
  - ✓ Hang artwork in new space.
  - ✓ Leave old space in 'broom swept' condition.

- **Post Move:**
  - ✓ Schedule a walkthrough of your old space.
  - ✓ Collect old keys and key cards.
  - ✓ **Decommission the space so that it meets ALL lease requirements.**

Remember, it's all in the details! Having a detailed plan results in a more efficient and cost effective relocation, which is good for your company and your employees! But it's most important for your bottom line.

For a free quote, call: 609-760-8317
For more information, visit: ArgosyMG.com