HOME OF WORLD WORKPLACE 2016!!

RELOCATION MANAGEMENT TIPS FOR MANAGING YOUR MOVES

October 14, 2015
Move Management

BORN TO MOVE?

Not everyone is!
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Connecting the Relocation Experience:

A Career Growth Opportunity
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Already stretched?
How to maximize the opportunity?
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Moves Represent Change and Opportunity!

Keys: COMMUNICATION

- Refine and change the way you work.
- Collaborate in new ways.
- Create new teams.
- Introduce innovation and new technology.
- Opportunity to learn.
- An opportunity for you and your team to be seen.
- An opportunity to make it fun!
- An opportunity to be a leader in the excitement!
Reverse Engineer

How do you want it to look like on day one?

Use this for course confirmation as your project evolves.

At BOTH locations...
Meet with Leadership

Listen carefully and learn their understanding and expectations

- Understand the communication style of your company and utilize it
- Appoint a Core Move Team and convene regularly
- Include – IT, AV, Telecom, Security, Facilities, HR, Move Manager, Critical Function Leads, Safety, Environmental, Shipping & Receiving, Mover, Decommissioning team, etc.
- Recruit/Appoint Move Champions to represent Departments
- Set Clean-Out Dates – Start early - Plan to encourage and support

Participate in Construction Meetings

Meet with Departments / Move Champions

- Learn their special needs and if there are any schedule impacts to business
- Determine any long lead items
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- **Communications**
  - Update regularly
  - Find ways to engage / include employees

- **Plan Common Areas**

- **Confirm Seating**
  - How frozen are the seating assignments?

- **Confirm Move Team activities, responsibilities and schedule**
Moving Tips

- Single Point of Contact
- Key Determinations
- Destination Layout Plan
- Labels
- Packing and Stacking
- Casegoods
- Personal Items
- Computer Equipment
- Certificate of Insurance
- Origin and Destination Logistics
- Security Considerations
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- **Move Training**

- **Post Move**
  - IT, Facilities, Security, Furniture, Movers and Support Teams
  - Post-Move Request Form
  - Dispatch and follow-up system
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The Move is Done!!

KEEP CALM
I'm not done
Yet
Decommissioning

- **Clear written expectations from the owner**
  - Be clear on what the condition of the space should be like on last day of lease.

- **Structured cabling removal**
  - Discuss with owner if data cabling can be left in space/building. Otherwise it is your responsibility to remove all of it.

- **Communication with the team**
  - Work closely with your Move Coordinator and IT Consultant to make sure schedules align. Determine who will be responsible for providing detailed schedule of all move related items.

- **Repairs**
  - Determine if you need a General Contractor for any repairs prior to turn over i.e. drywall repairs, removal of data center, flooring repairs, painting, electrical.

- **Permits**
  - Elevator, generator, hazmat storage

- **Signage and artwork removal**
  - Expectations for removal of interior and exterior signage, artwork and related repairs.
Surplus Items – Sale, Donation, Liquidation

- Office supplies, furniture, electronic equipment. Arrange with your moving company to take everything that is left over. They can do a final sweep of the building to remove all trash and materials.

Purge

- Related to Move Management, but begin purging old files, equipment, and materials months before the move date.

Utilities and Services

- Cancel and/or transfer services to new location prior or on move date. Audit your phone lines for unused modems, fax lines, T1 Lines.

Final Clean

- Arrange to have janitorial company provide a cost for your final clean and schedule them as the last vendor in the building prior to lease expiration. Schedule with your trash and recycling provider for a final pick up after final clean.
1. How do you accurately scope out a move to ensure bids are apples-to-apples and there aren’t surprises during the move?

2. What do you think is the most surprising thing for people going through their first relocation?

3. If a client could do one thing to make your job easier what would it be?

4. What is the biggest difference between experienced movers and inexperienced movers?

5. When should you engage a relocation specialist when planning a move?

6. What is the most common industry trend of the last year?
Questions?

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