



Steps to Take When Moving Your Office

Bradac Co 60-day Move Countdown...

Two Months Prior To Your Move

- Check lease (if applicable) for decommissioning requirements and any restoration requirements. If restoration is required, work with in-house team or external Project Manager to manage and ensure completion of the restoration project prior to lease expiration.
- Create existing furniture inventory database with photos and measurements.
- Hire a mover:
 - Prepare RFP, preferably invite 3 bidders.
 - Include in the RFP:
 - Estimated high-level schedule
 - Scope Matrix and questions to bidders
 - Job walk, with origins and destinations.
 - Details/photos of site access, elevator size, path of travel, parking restrictions, etc.
 - Evaluate and level bids, and negotiate with bidders if necessary.
 - Award bid and execute contract.
- Create detailed move schedule and task-tracking spreadsheets.
- Obtain Rules & Regulations of the building (including access hours, elevator details, Certificate of Insurance Requirements) for both buildings.
- Determine decommissioning scopes and obtain quotes from vendors (low-voltage, IT disconnect/reconnect, cleaning services, etc.). Set up RFP process for vendor selection, if required.
- Terminate any service contracts not continuing to new location, as well as transfer services needed.
- Confirm building elevator needs and access details, including security if needed, for all move elements at both properties.
- Invite staff to add a note to their auto-signatures about "We're moving on __, please make a note."
- Consider making signs for reception areas for clients to know you are moving.
- Create move team for internal staff and assign any applicable move responsibilities
- Create internal email address for move questions.
- Begin review of all materials and dispose of all unnecessary items.
- Purge, purge, purge!
- Ongoing: Provide weekly updates and coordinate meetings leading up to move with staff and movers.
- Ongoing: Review all move-related contracts and invoices.

One Month Prior to Your Move

- Facilitate COIs for all vendors working on-site at origin and destination.
- Touch base with all vendors that will overlap with the move for a reminder of upcoming move items (furniture vendors, technology, etc).
- Fine-tune inventory and schedule.
- Coordinate details of move, including delivery of packing materials and labels, permitting for parking, etc. with movers.
- Arrange details for furniture donations or liquidation.
- Create staff move instructions and distribute. Include details on move questions, packing, taking valuables home, how to label with diagrams, and any work from home details. Lead tutorials for staff as needed.
- Create a seating chart for origin and destination. If furniture is moving, determine all locations and include on maps.
- Create Move Matrix with both seat locations for all staff, and special instructions.
- Set up mail forwarding and change of address to all accounts - i.e. business credit cards, magazine subscriptions, etc.
- Schedule e-waste pick up.
- Establish the main point of contact for each shift of the move at each location to oversee and field questions.
- Begin packing of all operational equipment, paperwork and materials.
- Confirm all service providers have been contacted, including beverages, janitorial, copier services, etc. for contract address transfer or termination.
- Ongoing: Weekly meetings leading up to move with staff, industry partners and movers.
- Ongoing: Review invoices and update cost control report/budget.



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One to Two Weeks Prior

- Update move instructions to all staff.
- Establish change management details. Consider setting up a "town hall" style informational session for employees for:
 - Discussion around expectations at the new location
 - New building logistics
 - Local resources guide (local eateries, bars, fitness spots, etc.)
 - Transit/parking
- Place refuse bin(s) in office space if needed.
- Coordinate with move staff to answer any remaining questions about packing/moving.
- Begin labeling ancillary items to be moved.
- Finish packing operational equipment, paperwork and materials.
- Update final inventory list as needed.
- Confirm seating charts and move matrix.
- Post floorplans and any move notes on walls to guide movers and move captains.
- Finalize timing of all activities with movers and both buildings.
- Set up a move headquarters, including space for a lost and found.

Day of Your Move

- Oversee and manage move staff on-site.
- Review all staff's packing and confirm boxes are closed and labels are in place.
- Review employee packed boxes for proper labels.
- Finalize any remaining operational packing.
- If applicable, hang signage and mapping for workstations.
- Begin IT disconnect as soon as possible
- Designate move captains to oversee movers and staff to:
 - Sign job cards for movers of when they clock in and out.
 - Walk the space and check for accuracy of item placements (furniture and boxes).
 - Check space for any wall or furniture dents and make note if applicable.
 - Review decommissioned space and make sure all lease terms are met.
 - Confirm final cleaning details.

Post Move

- Set up post-move walk-through of decommissioned space with Property Management.
- Post-move walk-through of new space. Confirm cleaning and housekeeping logistics met before FDOB.
- May invite staff to add a note to their auto-signatures about "We have moved as of __, please make a note."
- Receive and review invoices from all applicable vendors. Submit for payment once approved.
- First Day of Business:
 - Intro and welcome to staff with any helpful unpacking tips.
 - Reminders of local resources at new location and building logistics
 - Arrange for box refuse pick-up.
 - If needed, arrange for a few movers to come and be "on call" for FDOB to move items as needed and break down packaging.

Sigh of relief.....move completed!

