

The Relocation Process

Preliminary

- Notify present landlord of termination date
- Advise staff of date and location of move
- Create a master change-of-address list

Pre-Move – General

- Pre-book elevators and loading docks for moving day
- Tender and award moving contract
- Tender and award telephone and computer cabling
- Inventory existing furniture
- Pre-order any new office furniture and equipment
- Order new stationery
- File change-of-address forms with post office and forward mail
- Check your insurance coverage for the move
- Confirm the Certificate of Occupancy and any other required permits or licenses have been obtained
- Mail moving notices - banks, clients and customers, accounts receivable and payable etc
- Hold a project team meeting at new premises three weeks prior to move
- Schedule public relations effort, including plans for news releases, articles
- Change locks / access codes
- Decide on security procedures for the move
- Arrange for listing on lobby directory of new building
- Arrange for post-move cleaning

Pre-Move – Internal

- Organize a "staff moving committee" if appropriate and delegate responsibilities
- Finalize new seating plan and identify each location so labels can be prepared
- Develop a master relocation project schedule
- Schedule and implement a regular program of clean-up (purge files, dispose of rubbish)
- Schedule staff for unpacking
- Arrange for off-site storage of old files
- Pack and label all contents
- Arrange for staff to tour new premises
- Schedule post move training for security, fire, and life safety procedures at the new facility
- Distribute access cards and keys for new premises



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Moving Day

Arrange with the building manager to have the air conditioning in operation during the move
Remove computer equipment and phone system prior to arrival of movers and commence reinstallation at new site
Draft an emergency contact list for vendors/suppliers

Post-Move

Reinstall and test telephone system
Distribute new phone list and map showing location of departments
Reinstall and test all computers
Conduct a walk-through of the premises and report any damage to moving company
Transfer your insurance to the new location.
Obtain Certificates of Insurance from your insurance company
Reconfirm the termination of old leases
Collect parking passes, security cards and keys for the old facility
Audit final invoices against contracts
Complete and file all warranty information for all new furniture and equipment