

5 KEYS TO MOVE YOUR LAW OFFICE AND **MAINTAIN PRODUCTIVITY**



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Getting the Most from Your Move

Your practice is growing, you have new clients, you're billing more hours, and you've just hired another attorney. Now you have to find the time to move to new offices! The combination of heavy furniture, filing cabinets, IT, and the need to keep productivity high during the move creates a formidable challenge for you to do it on your own. You don't need a mover; you need a commercial relocation expert.

What's the difference? A commercial relocation expert can manage all the different aspects of your relocation while minimizing the disruption and downtime for you and the firm.



Have You Considered the Real Cost?

You manage the day-to-day activity of a legal office and you're good at what you do. But, do you have the time or the expertise to make your office relocation seamless and stress free? Relocation is a series of small projects, each inter-related, and best managed by professionals who can coordinate the entire process quickly and without constant oversight.



The real risk and expense to your firm is lost productivity. It may seem more cost effective to have your staff to pack contents and common areas, but consider how much lost billing time there would be. According to the National Law Journal, the average hourly billing rate for a law firm in 2014 was \$500 per hour. Even smaller firms can't afford to stop working for days or even for mere hours while supervising a move. Thus, minimizing the amount of time attorneys and staff are disrupted with the move should be the top priority.

You can further minimize downtime by hiring a commercial relocation expert with professionally trained staff that can efficiently pack an entire office and place items in exact order when unpacking at the destination. This allows the attorneys and staff to replicate the order of the existing office and easily identify where items are located in the new office, with minimal downtime.





KEY #1

PERSONALIZED SERVICE

You have just invested money in your new space. It should look perfect after the move. Would you trust this move to casual, untrained labor?

Though the trend is toward paperless workplaces, law firms have certain legal requirements that can create a sizable collection of paper files. Packing, relocating, and unpacking files is a major project yet may not be the best investment of your staff's time. Having the help of trained teams can substantially minimize downtime and disruption, and help avoid lost or misplaced records. An especially well-trained team will pack the files on carts to ensure that they are available at a moment's notice, right up to the time of the actual move. In some cases, the entire cabinet can be moved with the records intact if your provider has the right technology.



Your relocation expert should employ only background-checked and drug tested employees who are trained in the proper handling of sensitive information, to move your libraries and records. Your mover should also be trained in the latest and safest packing/crating, loading, and transport techniques. This ensures your items are managed with the proper care throughout your relocation.

Your firm may also have custom, high value furniture often owned by the attorneys themselves. You should work with a relocation specialist that will properly wrap and handle your furniture prior to relocation. To minimize the risk of damage, your moving company should provide crating services for antiques, high value items, and marble/glass table tops. Investigate if your potential provider has experience making residential deliveries of personal items that may not convey to your new office.

Then there is the office space itself. During an office move, extra effort and care must be taken to protect the space from damage. For instance, you must protect marble or stone floors from scratches or gouges when furniture is moved. Moving companies should use a non-abrasive paper prior to placing Masonite (tempered hard cardboard) on the floor to prevent damage. Many office spaces have floor-to-ceiling glass walls throughout the space. Your mover should protect all glass walls with CoroFlex panels (corrugated plastic sheets) to help protect the glass from scratching or shattering. A commercial relocation service can ensure this happens without the oversight of a partner whose time is better spent elsewhere.





KEY #2 IT SERVICES

Your law office may produce a lot of paper documents, but you probably still have a heavy investment in IT. Can you imagine having to unplug every mouse, every keyboard and monitor, move them, and then set them all up again in a timely manner?

The proper management of all IT equipment and desktops (including cables) is a crucial component of a seamless relocation. Computers, phone systems, and often servers, are the nervous system of a law firm, and they must be carefully uninstalled and reinstalled, safely yet quickly. Besides moving laptops, desktops, and phones, you should also make sure your relocation experts include wire management, to maintain a neat, clean, and safe working environment. A proper PC disconnect/reconnect strategy can save time and money.

While more and more law offices are moving their data storage to the cloud, many still opt to keep their data in-house. If you maintain your own server, you'll need professionals that can help you make a plan for ensuring that delicate server racks get moved safely and the proper environment is set up at the new office space.



Lastly, many law firms use custom furniture including sit/stand desks with specialty monitor arms that rotate and extend. If you have this specialized equipment, you should make sure to hire qualified PC technicians who have completed special training on packing and reinstalling the equipment in the proper manner.



KEY #3 ARCHIVING SERVICES

Class A office space is very expensive, especially in major metropolitan areas. In 2015, Class A office space rent was an average of more than \$50 per square foot in the Washington, D.C. metro area. What does this mean for file management? By minimizing the need for onsite storage rooms and file cabinets, you could save tens of thousands of dollars over time and free space for more productive use. Hire relocation experts who can work with you to determine which records can be stored offsite to minimize costs, and can help you with large purge campaigns prior to relocation. Comprehensive relocation services can provide secure shred bins in advance of a move and will pick up and empty the contents as needed, while maintaining a chain of custody.



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KEY #4

ASSET LIQUIDATION SERVICES

Decommissioning of existing offices is another example of a common project where the right partner can add value and simplify the process. At the completion of relocation, a firm is often required to remove surplus furniture from the former office space to make it usable for its new tenants. Unfortunately, this can take a long time. If you need to extend your lease for a month or rent storage space to accommodate your surplus furniture removal, your firm is facing major expenses.

How can you avoid it? Hire a relocation specialist that works closely with liquidators and local charities. These partners can find homes for unused or unwanted furniture and provide pickup and delivery services to those charities. This ensures your space is clean and ready for turn over to building management.



KEY #5

KEEPING YOUR EYE ON THE PRIZE

In summary, relocating a law firm requires far more than simply moving some furniture and files from Point A to Point B. A successful move goes beyond relocating a firm's possessions but involves ensuring that partners, associates, and your professional staff can continue to be productive and worry free.

Having help from professional commercial relocation experts rather than non-specialized movers can ensure that your office is moved in the smartest, most efficient way possible.

