

JK Moving Services Presents

OFFICE RELOCATION 101

TIPS FOR MANAGING A SUCCESSFUL OFFICE MOVE



www.jkmoving.com



JK MOVING
SERVICES
Commercial

*what
matters
most*[®]

Managing your Move

When it comes to office relocations, most large organizations have a dedicated facilities team or retain a move management consultant to organize the move. This includes hiring the contractors and overseeing the logistics to ensure a smooth transition. However, for small to mid-sized firms, this responsibility may fall to the administration manager, the human resources department, or even an IT project manager. In most cases, this may be the first time that person has organized an office relocation.

This can be a daunting task if you have never managed a commercial move. You may wonder, “Where do I start? How will I coordinate the move while balancing my existing workload? What do I need to do now versus later?”

If you’re new to this process, this article will help you:

- Think ahead to plan the move
- Organize your tasks
- Outline considerations for the move

Getting Started

If you have been assigned to manage your company’s move, it is a good idea to form a committee of a few coworkers and assign them specific responsibilities. Some possible committee members to include are the purchasing/procurement manager, an IT staffer, and an HR team member.

Start the process of hiring an office mover early. A good partner will provide a wealth of information at no cost about the relocation process to help you properly plan the project. Your relocation specialist should be able to provide sample timelines, outline specific task lists, and in general help you minimize risk by addressing key issues in advance.

At first glance, all commercial relocation companies may appear to have similar capabilities. In reality, this is a unique industry. There are no shortages of movers – that is, companies with trucks and labor.

The challenge is to partner with a professional relocation specialist – one that has a fully vetted, professionally-trained staff with established office moving processes. Remember, you are entrusting this firm with your entire business – from confidential records, to computers, and from furniture to IT infrastructure. Having the right partner will ensure that your business is properly relocated so you and your staff can quickly get back to work serving your clients.



Finding the Right Partner

There are several considerations to finding a qualified relocation partner. Here are few:



Training and Certifications - Professional movers have both in-house, proprietary training, and outside certifications. As the industry gold standard, the International Office Moving Institute (IOMI®) provides specialized training in commercial moving.



File Transport - Commercial movers have specific methods for managing hard copy and digital files to ensure data security and to minimize employee downtime. Explore which options might work best for you.



Computers, Servers, and Other Electronics - Ask about the procedures and processes to ensure safe packing, transport, and unpacking of sensitive equipment. Do they have specially trained technicians to manage your critical business equipment?



Archiving and Records Management - A move is a prime opportunity to reduce and organize the paper in your office. Think about document destruction (i.e., shredding) as staff members are sorting through their desks and files. Improper disposal of confidential business information is a leading cause of security leaks and compromised data. Review your filing system and determine if there are infrequently used – yet must be retained – files, to see which might benefit from being housed offsite. This will ensure their security and reduce the amount of space in your office.



Modular or System Furniture - Most offices use modular furniture for their workstations. Your relocation partner should have expertise in breaking down and setting up your specific type of system furniture.


Other Considerations

- Will you need to dispose of outdated electronics, computers, or office furnishings? Think “sustainable” by donating gently-used items to a non-profit organization (or recycling them). Most times these items cannot simply be thrown in the trash. Hint: your office mover may be able to help!
- Do you have a plant service for your office? Discuss your existing and new space with the service provider about 30 days prior to the move to determine how they will manage your office greenery.
- Do you lease certain office equipment, like copiers or printers? Coordinate with your equipment supplier 30 days ahead of the move to avoid headaches later on.



Contact Us Now

JK Moving Services

 44077 Mercure Circle
Sterling, Virginia
20166

 +1.703.260.4282

 commercialbids@jkmoving.com

 www.jkmoving.com

Connect With Us

 /jkmoving

 @jkmoving

 /company/jkmoving

 /jkmoving

Begin notifying clients, suppliers, contractors, and business partners of your move date and change of address and phone numbers (if applicable) a month prior to the move. A few ways to communicate:

- Update employees' email signature with the new address and its "effective" date
- Note the change on your website, blog, and social media pages
- Change your company's standard outgoing voicemail message
- An official company email with the new information
- Footnote the change on outgoing invoices and statements of account

Relocating a business can be a stressful time – especially for the person responsible for executing a seamless transition. By finding the right relocation partner, you can simplify your life, reduce stress, minimize risk, and ensure your project is a success.

