

PLANNING YOUR OFFICE RELOCATION OR EXPANSION

Regardless of the size of your business, once the decision to relocate has been made, a systematic plan must be set up to accomplish that goal with minimum disruption to daily business and productivity. The following steps offer guidance for a successful move.

GETTING STARTED

12 MONTHS

- Designate a project leader and task force.
- Retain an architectural firm if needed.
- Analyze your space requirements.
- Set budget.

11 MONTHS

- Retain a real estate broker.
- Prepare a space plan comparison.
- Select the location.

10 MONTHS

- Review all office systems-what to keep, what to sell.
- Inventory your furniture and equipment.
- Order new phone and fax numbers.

Starting your project off “on the right foot” will ensure the project’s eventual success and a lot less headaches down the road. Engaging your task force, outside consultants and vendors early in the project is a crucial step in the initial stages of a project. A project task force usually consists of two to three individuals with a designated coordinator to oversee the move plan, be the point person for the outside consultants and your associates, and to delegate responsibilities. Outside consultants and vendors will be essential in assisting you to analyze your existing and future space requirements, studying the feasibility of potential office sites, starting the furniture and equipment inventory, and determining your project budget.

FULL SPEED AHEAD

9 MONTHS

- Sign a lease.
- Select your furniture dealer.
- Advertise and interview for additional staff.

8 MONTHS

- Develop your design concepts and facility plan.
- Retain your engineering consultants.
- Evaluate server and network needs-evaluate printer and copier locations and options.

7 MONTHS

- Complete the final construction drawings.
- Select your contractor.
- Apply for the building permits.

6 MONTHS

- Start construction.
- Order any new audio visual equipment for conference, training, and meeting areas.
- Order new telecommunications equipment.
- Arrange maintenance service changes.

With valuable input from your outside consultants and vendors, you will be making a lot of final decisions during this phase that will impact the project outcome. Good planning balances cost, function, space and aesthetics. By carefully planning your new office, you can get the most out of every square foot of office space and enhance company morale and image.

Decisions will also be required for the building systems. Issues such as HVAC, lighting, security and cabling are an integral part of the planning process. Design concepts will be created for your space that will affect the final appearance of your space. Architectural details, finishes and materials all need to be selected during this time. Because the systems and freestanding furniture are so tied to many of the other facility decisions, they need to be chosen during this time.

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THE FINAL STRETCH

4 MONTHS

- Order your new furniture.
- Contact alarm services company.
- Select and schedule a moving company
- Draft new printed materials.

2 MONTHS

- Prepare and order new printed materials.
- Check yellow pages advertisement deadlines.
- Notify clients and suppliers of move.
- Start purging files to reduce amount to move.

Construction is in progress and now is the time to concentrate on the things that will make the move into your new facility go smoothly. Working out the final details of your furniture layout with your dealer will allow an order to be placed and meet any lead-times to have the furniture installed in your new facility. They will also assist you in creating a schedule that will coordinate with your moving schedule. Weekends are usually best when scheduling a move to minimize the interruption to business.

CROSSING THE FINISH LINE

1 MONTH

- Prepare your employees for the move.
- Install new telecommunications equipment.
- Mail change of address notices.
- Contact signage company.
- Contact landscaping company.

Your facility is almost complete. You will discover that the time spent making good decision in the previous months has paid off and the time being spent by the task force now is in monitoring the process of the project and the installations taking place.

2 WEEKS

- Review plans with moving teams.
- Schedule elevators.
- Install furniture.

Your emphasis in the last month will be making the transition to the new space appear seamless. Prepare your employees for the move with an operations manual for the new facility that lets them know the new procedures and policies before the day they go to their new office. Moving to a new facility is a great "spring cleaning" opportunity and results in fewer boxes to move. Creating a coded system will allow the movers to efficiently get the boxes to their new locations and allow your associates time to unpack and get ready for business on Monday morning. Training for new phone and security systems, or even a facility tour will engage your associate and make them feel comfortable in their new space.

MOVING DAY

- Post coded signs in new office for movers.
- Protect main moving path
- Move plants.

POST-MOVE

- Select and install artwork.
- Periodically visit old office to pick up mail.
- Schedule phone and security training
- Schedule ergonomic training for new furniture.
- Hold an Open House/Grand Opening!

The Total Office Resource Alliance: Thomas Interior Systems is a member of the Total Office Resource (TOR). The members of this alliance specialize in helping organizations who are in transition: relocating, expanding, or building new facilities. From architects to signage, landscaping to remodeling contract work, TOR is a one-stop shop for everything you need to make your transition to a new facility a great experience. www.totalofficeresource.com