

Moving your company?

Minimize exposure of secrets and intellectual property!

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Transitioning into a new space for a company is a chaotic experience. The usual concerns about moving are cost and timing. Can you move the company within budget? How can you insure that the company can efficiently maintain continuity of operations?

Ever consider the risk to a company's secrets and intellectual property? During a move, the company is exposed.

Who are all those people wandering around the office? What happens to the boxes of customer lists, proposals, and designs? How is access to computers, workstations, and memory devices monitored?

What should you look for in a mover when it comes to protecting secrets?

1. **What is the plan for the move?** Has a move counselor reviewed it with building management, engineering, and security? How about the space that is being moved into. If you are moving into a new building, make sure that the move plan is reviewed with the new building team, too.
2. **How has the move been communicated to employees?** How about suppliers and customers?
3. **Transitioning computers to new locations?** Moving is an important time to insure that security is in place on company computers and company IT systems. If employees working at home during the move, implement a process that avoids sending e-mail on public networks such as gmail, etc. Make sure computers and data equipment are packed in locked numbered boxes. Be especially aware of boxes or equipment that were lost and then found. It only takes a short time to load customer lists or designs on a portable memory device.
4. **Moving files from locked cabinets into boxes? Putting prints into plastic bags?** All of these actions expose secrets. Look for a company that has the equipment that will not require packing and unpacking. Ask about spider cranes and space gobblers.
5. **Who are those guys?** Movers should be in uniforms with badges. Ask the mover about background checks. Understand how the move counselor will be there to insure that only the appropriate people are in your locations. How about open doors? Who is there to insure the integrity of your building? Also, what is the process to check for suspicious vehicles on the job sites — especially unmarked commercial vehicles?



6. **Done with the move?** How has the mover done? Ended up within budget? Did the move counselor follow up promptly on claims? Was there an independent inspector? What did that report look like? Most importantly, how quickly were employees back to work?
7. **Consider choosing a certified moving company,** such as an International Office Moving Institute (IOMI®) Certified Office Mover®. These movers base estimates on man-hours, volume, and logistics; not weight — which household movers typically use when quoting an office move. The chances of a move completing on time for the price quoted is greatly improved. Many IOMI graduates offer the “boxless” move — moving the contents in the furniture. Boxless moves help insure the integrity of your files and computers. Additionally, they understand that you can't afford to shut down operations during a move, and are trained in techniques to keep client employees working; and, they are trained in extensive building protection to minimize risk of damage to carpet, walls, doors, and door jambs, and the latest techniques to minimize risk of damage to furniture and computers. Lastly, IOMI's *Homeland Security for Office Moves* training provides a process to integrate the moving experience with best in class building security. *Homeland Security for Office Moves* takes a first-responder's approach to preparing moving companies to recognize the warning signs of criminal and terrorist activities involving office buildings.

The attacks of 9/11 and criminal activities hammer home the vulnerability of office buildings. Building managers expect their mover to help protect their building by being able to recognize when something isn't right.

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