



SUGGESTED COUNTDOWN FOR COMMERCIAL RELOCATIONS

The following is a suggested checklist for lead-time and tasks associated with relocating your company. We urge each organization to study its' own situation and use this information as a guide.

LEADTIME	
1 YEAR	
<input type="checkbox"/>	Issue a letter designating the Move Coordinator as the person responsible for management of the move.
<input type="checkbox"/>	Appoint one Department Coordinator from each department.
<input type="checkbox"/>	Send a form to all department heads and ask them to list all of their employees, by classification.
<input type="checkbox"/>	Determine the number of employees that will move to new location.
<input type="checkbox"/>	Review the MIS Director's special needs and concerns for information systems.
11 MONTHS	
<input type="checkbox"/>	Make a complete inventory of all furniture moving to new location.
<input type="checkbox"/>	Meet with the mover to discuss the move and present him with an inventory of all furniture and equipment to be moved. Show the loading dock, elevators, exits, etc. Request a cost estimate and outline of how they propose to accomplish the move.
10 Months	
<input type="checkbox"/>	Notify mover of their selection to handle the move. Mid-West Moving & Storage will be thrilled to handle your relocation!
8 Months	
<input type="checkbox"/>	Assign names to all offices
<input type="checkbox"/>	Select carpet, paint and other new office amenities.
6 Months	
<input type="checkbox"/>	Order furniture for cafeteria, lounges, executive offices and the recreation areas.
<input type="checkbox"/>	Call a meeting of all Department Coordinators and review the progress of the move.
<input type="checkbox"/>	Notify the communications department of any furniture to be relocated.



5 MONTHS

- Make plans to move all employees that are not moving to new location.

4 MONTHS

- Prepare a list of furniture that needs refinishing before move-in.
- Refinish all furniture that does not meet your minimum standards.
- Set a move date with the mover. Mid-West Moving & Storage will be ready to accommodate your every need.

3 MONTHS

- Prepare a moving instruction sheet to distribute to all employees that are moving.

2 MONTHS

- Develop an identification system with your movers help. Mid-West Moving & Storage has a system in place.
- Arrange with building office for exclusive use of elevators during the move.
- Meet all Department Coordinators on the move and review their assignments.
- Move Coordinator contacts all Department Coordinators on their assigned areas to review furniture layouts

6 WEEKS

- Mount five prints of each floor on cardboard and give one to each of the following: Move Coordinator, Department Coordinator, Communications Department, MIS Director and the Mover.

4 WEEKS

- Move Coordinator assigns numbers and color labels and distributes instruction sheets to each employee.
- Order cartons or packing containers for use during move.
- Enlarge copies of floor plan. Cut and hang a copy in central areas at the new facility to use as a guide for arranging furniture.

3 WEEKS

- Move all books and shelving to the new location.
- Meet with all Department Coordinators to advise them of the final plans and review the services at the new location, including cafeteria, parking, building passes, move schedule, etc. Your moving company is to participate in this meeting.

2 WEEKS



<input type="checkbox"/>	Move all furniture to new quarters.
<input type="checkbox"/>	Arrange with the building management to operate the air conditioning system during move-in if applicable.
<input type="checkbox"/>	Arrange for security guards and telephones at each building for use during move-in if required.
<input type="checkbox"/>	Make a detailed list of all rooms in the order that they are to be moved from the present building. This makes it possible to ship the furniture to the new location in the proper order.
<input type="checkbox"/>	Make a list of office service employees and Department Coordinators involved in the move, showing their home and cellphone numbers.
<input type="checkbox"/>	Relocate departments that are not moving to the new location
1 WEEK	
<input type="checkbox"/>	Label all furniture and equipment with the proper color labels and numbers.
<input type="checkbox"/>	Schedule the move of EDP and telephone equipment.
<input type="checkbox"/>	Department Coordinators install direction signs and arrows in the new quarters.
<input type="checkbox"/>	Make a work schedule for Department Coordinators during the move-in.
MOVE-IN	
<input type="checkbox"/>	The Move Coordinator supervises the move.
<input type="checkbox"/>	Each Department Coordinator is to be on the job when his department is being moved to assist in location furniture within the offices. Only authorized personnel are allowed in the building during the move.
DAY FOLLOWING THE MOVE	
<input type="checkbox"/>	Office employees report for work to unpack their own offices, files, and storage areas and return empty boxes / crates to storage or a holding area.
<input type="checkbox"/>	Office service employees arrange furniture, install whiteboards, hang pictures and clocks, and prepare the offices for a normal workday.
2 DAYS FOLLOWING THE MOVE	
<input type="checkbox"/>	Moving crew to perform post move (optional) changes not anticipated in primary plan.
<input type="checkbox"/>	Rearrange furniture as necessary. Breakdown and store empty boxes. Return surplus furniture to storage.