



SUGGESTED COUNTDOWN FOR COMMERCIAL RELOCATIONS

The following suggested checklist is designed to improve efficiency and clarity when determining your lead time and business relocation tasks. Mid-West Moving & Storage recommends each business to review their situation and this guide.

LEADTIME	
1 YEAR	
<input type="checkbox"/>	Choose the Move Coordinator, issuing them a letter to set clear expectations and responsibilities for the move.
<input type="checkbox"/>	Choose one Department Coordinator from each department to coordinate the move.
<input type="checkbox"/>	Send a form and ask all department heads to list all employees by classification classification.
<input type="checkbox"/>	Determine which and how many employees will be moving to the new location.
<input type="checkbox"/>	Review the MIS Director's concerns and requirements for information systems.
11 MONTHS	
<input type="checkbox"/>	Create an inventory for the furniture moving to the new location.
<input type="checkbox"/>	Choose and meet with the moving company to review the inventory of furniture and equipment to be moved. Show them the location of the elevators, exits, loading dock, etc. Request an outline of how they propose to conduct the move and a cost estimate.
10 Months	
<input type="checkbox"/>	Inform the chosen mover they will be handling the move. Mid-West Moving & Storage will be excited to help!
8 Months	
<input type="checkbox"/>	Assign names to each office
<input type="checkbox"/>	Choose the paint, carpeting and other office furnishings and features.
6 Months	
<input type="checkbox"/>	Order equipment and furniture for executive offices, recreation areas, cafeteria and lounges.
<input type="checkbox"/>	Review the move progress during a meeting with each of the Department Coordinators.



<input type="checkbox"/>	Inform the communications department of your furniture relocation plan.
5 MONTHS	
<input type="checkbox"/>	Discuss and develop the plan to move the employees that are not moving to a new location in the building.
4 MONTHS	
<input type="checkbox"/>	Create an inventory of furniture to be refinished before moving in.
<input type="checkbox"/>	Refinish any furniture piece that doesn't meet your standards.
<input type="checkbox"/>	Choose and schedule a date with the moving company. Mid-West Moving & Storage is flexible and ready to handle each of your needs.
3 MONTHS	
<input type="checkbox"/>	Create and distribute a list of moving instructions for employees who are moving.
2 MONTHS	
<input type="checkbox"/>	Work with your movers to develop an identification system. Mid-West Moving & Storage has a system in place.
<input type="checkbox"/>	Work with your building's office for exclusive use of the elevators during the move.
<input type="checkbox"/>	Review the Department Coordinators moving assignments with them.
<input type="checkbox"/>	The Department Coordinators will work with the Move Coordinator on their assigned areas to review the new furniture layouts.
6 WEEKS	
<input type="checkbox"/>	Mount five prints of each floor on cardboard and give one to: Move Coordinator, Communications Department, Department Coordinator, MIS Director and the Mover.
4 WEEKS	
<input type="checkbox"/>	Move Coordinator will assign color labels and numbers, distributing instruction sheets to each employee who will be moving.
<input type="checkbox"/>	Order packing containers or cartons during the move.
<input type="checkbox"/>	Create large copies of the floor plan. Cut them out and hang them in the central areas of the new building to use as furniture arrangement guide.
3 WEEKS	
<input type="checkbox"/>	Move all books and shelving to the new location.
<input type="checkbox"/>	Advise and review with the Department Coordinators and moving company the final plans and services at the new office. This includes the parking, building passes, move schedules, cafeteria, etc.



2 WEEKS

- Move all furniture to the new location.
- Work with the building administration to operate the air conditioning system during move-in if applicable.
- Schedule for security guards and telephones at each building for use during move-in if necessary.
- Create a detailed list of each rooms in the order that they are to be moved from the present building. This makes it easier to ship the furniture to the new location in the right order.
- Create a list of office employees and Department Coordinators involved in the move, with their phone numbers.
- Relocate departments that are not moving to the new location

1 WEEK

- Label all equipment and furniture with the numbers and color labels.
- Schedule the telephone equipment and EDP move.
- Department Coordinators will install direction arrows and signs in the new location.
- Develop a work schedule for Department Coordinators during the move-in.

MOVE-IN

- The Move Coordinator supervises the move.
- Each Department Coordinator should on the job when they're department is moved to assist in location furniture within the offices. Only authorized personnel should be allowed in the building during the move.

DAY FOLLOWING THE MOVE

- Office employees report for work to unpack their own files, offices, and storage areas and return empty boxes / crates to storage or a holding area.
- Office service employees install whiteboards, arrange furniture, hang pictures and clocks, and prepare the offices for a normal workday.

2 DAYS FOLLOWING THE MOVE

- Movers will perform post move (optional) changes not anticipated in primary plan.

MID-WEST

MOVING & STORAGE

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Rearrange furniture if necessary. Breakdown and store empty boxes. Return surplus furniture to storage. |
|--------------------------|---|