



OFFICE RELOCATION GUIDE

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PLANNING YOUR OFFICE MOVE

Select a Move Coordinator

Select a coordinator for the move and form an advisory team of staff who are knowledgeable about office work flow, staff responsibilities, office equipment, vendor services and contract procurement.

Select a Target Move Date

Develop a project schedule and timeline expectations. Take into consideration any IT requirements and new furniture ordering and installation.

Communicate Move with Employees

Decide how you will distribute information to management, staff and service providers.

Schedule a site visit and select an office mover. Inquire about additional services if needed, e.g. packing services, disposal services, warehousing & storage.

Take Inventory

Take inventory of office items and furniture. Verify items for disposal or donation and begin the purging process of unwanted material.

Create a Floor Plan

Create a floor plan with your moving company's Project Manager for use by staff and service providers. Attach floor plans to designated rooms for reference during move execution phase.

Check Building Requirements

Check with the current and destination building for any restrictions or building requirements. Obtain a Certificate of Insurance when applicable.

PACKING TIPS

Decide if you want your employees to pack or if you want to utilize professional packers. If handling internally, assign roles for labeling and packing offices and common spaces.

- Ensure that labels are prominent and indicate the corresponding floor plan.
- Use color coded labels to allocate colors to each floor or department.
- Ensure the insides of desks, cupboards, filing cabinets and book cases are completely packed into your office moving crates or boxes.
- Establish necessary timeline for packing and provide crates/bubble wrap to staff members.
- During packing phase, label items that will be going to storage or disposal.

For an eco-friendly alternative, inquire with your moving company about renting E-Crates. These plastic crates are reusable, do not require assembly or disposal, and offer a more convenient way to pack. E-crates are stackable for easy transport, require no tape and are virtually “crush proof”.



PROTECTING YOUR ITEMS

Valuation Coverage

When purchasing valuation coverage for a commercial move, ensure you understand what liability options are included. Most moving companies offer standard and extended valuation coverage. For further clarification, below is an example of coverage provided by *Office Movers Express*.

Standard Valuation

- With **standard valuation**, liability of \$.60 per pound per item, not to exceed \$50 per article for furniture and \$5 per pound per item for electronics.

Extended Valuation

- With **extended valuation**, loss or damage will be adjusted to the value of your property and condition at the time of loss, based on the lesser cost to repair or replace with new or used property of like kind and/or quality. You may purchase extended valuation at an additional cost of \$12.50 per \$1,000 of value up to a maximum of \$50,000. Should a claim be filed, you agree to pay the first \$500 as your deductible. **Coverage does not include intrinsic value, fine art or antiques.*



Examples of Standard Valuation liability

- Desk= 200 pounds x \$.60= \$120.00 **Maximum Liability for Loss or Damage**
- Filing Cabinet= 50 pounds x \$.60= \$30.00 **Maximum Liability for Loss or Damage**
- Desktop Monitor= 5 pounds x \$.60= \$3.00 **Maximum Liability for Loss or Damage**

COMMON PITFALLS

Selecting an Office Mover

When selecting an office mover, it's important to do your research. Below are common pitfalls made when choosing an office mover.



Hidden Charges

Beware of proposals which have substantial add-ons or extra fees tacked on when your move is completed based on “change orders”. Your final cost should be within 10% of the bid unless there are significant changes to the scope of work.

Hourly Minimums

Many moving companies require a 4-6 hour minimum plus charges for travel time and weekends or after hours fees.

Inexperienced Movers

Many movers use outsourced, temporary laborers who lack experience in handling corporate moves.

Non-Working Supervisors

Watch out for extra charges for non-working supervisors. All managers or supervisors from the moving company should be hands on during your move.