



OfficeMoversExpress

A woman with blonde hair, wearing a light-colored blazer, is smiling and holding a stack of three cardboard boxes. The background is a blurred office environment with desks and chairs. The entire image is overlaid with a semi-transparent blue filter.

**ENSURING A TIMELY
WEEKEND MOVE FOR
AN AM100 LAW FIRM**

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ENSURING A TIMELY WEEKEND MOVE FOR AN AM100 LAW FIRM

Hogan Lovells was preparing to move their Virginia office into a new building. They were set to be among the first tenants of the building and were eager to make a clean transition, with minimal or no disruption to their attorneys and their teams. They needed an office moving partner who could handle the specific challenges of their move, including multiple locations and the need for specific expertise in moving law firms to avoid any potential complications.

In addition to moving into a new building:



The law firm's attorneys were donating several items to charitable organizations in the area. These included furniture that would no longer be needed in the new space.



Specific, private - and sometimes very expensive - items were also being moved from the old location to the homes of several of the firm's partners.



A smooth transition of IT resources between the old location and the new building was a requisite. On Monday morning, the firm wanted their staff ready to go at their desks without any disruption.

The combination of multiple locations, IT requirements, and the size of the move required a comprehensive plan from an experienced law firm moving company. They selected OMX to work with them on this project for this reason.



Challenges in the Move

The firm's largest concern was being able to open for business on time Monday morning with zero interruptions. The number of locations involved, the issues related to preparing IT ahead of the move, and moving into a new building which involved coordinating with other projects, created challenges that required a careful approach to planning.

For the moving team, this meant multiple shipments going in different directions, including donations, IT equipment, content going to the new offices, and personal items being delivered to the partners' homes. In addition, there were issues during the pre-move process, including that the new building space was not ready at the scheduled time. Because new or recently remodeled space is often unoccupied in this type of move, it's vital to have a backup plan in place, which OMX recognized and prepared early in the move process.

To account for the chance that the project in the building is delayed but that the move date does not change, permits should be acquired significantly earlier than may be needed, and time should be built into the schedule to account for delays by other parties.

"The timing of everything was very important. We had a tight time window, as far as getting out of our old space and getting into our newly constructed space. Because we were moving into a new building that had not been occupied before, we knew that there would be some glitches and we wanted a mover that we knew would be flexible and could turn on a dime and adjust to address any problems that came up."

"We needed to get out of our old space at close of business the Friday night before the move and be up and running in our new space the following Monday. And we also had to do a "big clean" before the partners and staff came to work the first day. This meant that all the finishing touches, (including a small welcome gift on each person's desk), had to be taken care of in order to make a good first impression on the staff so that it felt like home right from the beginning. OMX handled all this quickly and efficiently."



Preparing for a Complex Move

An added element of complexity for this move was the need for phone and computer systems to be ready to use at 9am on Monday morning. Because the space was new and the project was delayed, the IT staff was not able to set up equipment in the new office space before the move. To address this, OMX provided warehouse space in which the firm's IT firm could preprogram phone and computer equipment and have it ready to use before moving it into the new building.

To facilitate this, OMX received and inventoried items as they arrived in the warehouse, checked all shipments for damage, and communicated any shortages with the IT team throughout the process to eliminate the risk of surprises during the setup process. This helped reduce the need for management in the office space later when the equipment was moved into place and ensured everything could be ready to go first thing on Monday morning.

In addition to ensuring IT equipment was set up correctly before Monday morning, OMX coordinated moving donations to the pro bono law group receiving them 15 miles away in Vienna, Virginia. Other items were also being moved to a satellite location in Baltimore, so it was vital that all items were marked, tagged, and organized in advance, without disturbing the firm, to ensure that during the move, all items were shipped to the correct location in the time allotted.

Head of Operations Support, Jennifer Andhua described what they were looking for in an office mover with "trust as the most important factor. We knew that OMX was "invested" in us because of its history with Hogan. Everything that Washington Express had done for us in the past had been handled with care and concern."



Ensuring a Smooth Opening on Monday Morning

It's vital in a complex move to have several backup plans in place and be flexible to address issues as they arise. OMX was able to do this, accounting for the new space not being ready during the pre-move process, and providing warehouse space for the firm's IT staff to set up equipment ahead of the move.

As a result, despite logistical challenges of delivering to multiple locations, coordinating a unique IT pre-move, and dealing with a new building that wasn't quite ready for its new tenants, OMX was able to ensure a smooth transition for the law firm from its old location, allowing them to open on time Monday morning as if they had been in the space for months.

"I have done a lot of moves at Hogan because I was in charge of moving for all of the Hogan offices and this was one of the smoothest moves, if not the smoothest move I have ever been involved with. "

Learn more about OMX and our commitment to excellence in law firms moves. Contact us today to learn more or reach out to Jim directly to discuss our approach to the process.

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