

# total office solutions

## planning + furnishing + moving + liquidation

### 19-24 Weeks Before Move

- ☐ Begin developing comprehensive move plan. Call **Move Solutions, Ltd.** at 1-800-668-3752 for planning and project management services.
- ☐ Select an architect/interior design firm. Ask **Move Solutions, Ltd.** for experienced references.
- ☐ Develop lease space/building/furniture/IT needs and wants. Call **Corporate Source, Ltd.** at 214-468-0468 or **Furniture Solutions Now, Ltd.** at 214-879-0500 to assist with furniture decisions.

### 16-18 Weeks Before Move

- ☐ Finalize lease/site selection and execute contract documents.
- ☐ Use correspondence to notify origin and destination property management of move.
- ☐ Work with architect/interior design firm to develop space plan and construction documents.

### 13-15 Weeks Before Move

- ☐ Finalize construction documents. Select and hire general contractor.
- ☐ Identify furniture/IT equipment for liquidation. Call **Furniture Solutions Now, Ltd.** at 214-879-0500 for liquidation services.
- ☐ Identify any leased furniture, IT equipment, or copiers. Use correspondence to notify lessors of move.

### 11-12 Weeks Before Move

- ☐ Review and finalize move plan with **Move Solutions, Ltd.** Project Manager.
- ☐ Use correspondence to notify origin and destination property management of move dates, elevators, and entry/exit needs.
- ☐ Place orders for new furniture and IT equipment.

### 9-10 Weeks Before Move

- ☐ Begin demolition and/or construction
- ☐ Finalize supplier for new furniture. Call **Corporate Source, Ltd.** at 214-468-0468 or **Furniture Solutions Now, Ltd.** at 214-879-0500. Finalize supplier for IT equipment needs.
- ☐ Review origin lease document to determine building move out requirements and lease space condition requirements. Call **Move Solutions, Ltd.** at 1-800-668-3752 for lease space *Final Clean Services*.

### 7-8 Weeks Before Move

- ☐ Meet with **Move Solutions, Ltd.** Project Manager and department heads to review critical and/or time sensitive move plan segments.
- ☐ Create a trash and a secure document shredding day and schedule with internal teams. Call **Move Solutions, Ltd.** at 1-800-668-3752 for this service.
- ☐ Hire a qualified office mover with deep resources. Call the best: **Move Solutions, Ltd.** at 1-800-668-3752.
- ☐ Use correspondence to confirm furniture delivery and move plan exclusive use of elevator(s) and entry/exits with origin and destination property management.
- ☐ Confirm equipment move schedules with **TechTeam Solutions, Ltd.** utility providers, security, furniture, IT equipment, or copier lessors.

### 6 Weeks Before Move

- ☐ Select and assign move coordinators for departments.
- ☐ Schedule **Move Solutions, Ltd.** Project Manager with employees for move coordinator training and move kick-off meetings.
- ☐ Schedule employee packing and move responsibility meetings.

### 5 Weeks Before Move

- ☐ Order new address mailing cards, business cards, new letterhead and envelopes with new address.
- ☐ Contact U.S. Post Office and complete change of address documents.

### 4 Weeks Before Move

- ☐ Finalize move plan schedule with **Move Solutions, Ltd.**, other suppliers, and property management. Confirm, again, in writing, all

### (4 Weeks Before Move continued)

- elevator and access requirements and commitments with suppliers and property management.
- ☐ Finalize security card access requirements.
- ☐ **Move Solutions, Ltd.** creates employee Move Handbook and/or Move Procedures Handout.
- ☐ Finalize all PC, Printer, Fax, Copier locations, employee seating assignments, and telephone locations and extensions. Double check locations against electrical floor plans.
- ☐ Mail new address announcement cards to clients and suppliers.
- ☐ Create and schedule a "purge" campaign, with handout, with **Move Solutions, Ltd.** to discard all files and items you will not need at the new location.
- ☐ Create a floor plan based move plan with move label numbers assigned to each person within an individual area. Assign colors per area.
- ☐ Contact **Furniture Solutions Now, Ltd.**, 214-879-0500, and confirm removal schedule of unneeded furniture that was identified for liquidation.

### 3 Weeks Before Move

- ☐ Review progress of new furniture delivery with **Corporate Source, Ltd.** or **Furniture Solutions Now, Ltd.** Confirm schedules.
- ☐ Create schedules for specific move coordinator assignments per day and per location. Distribute them to the move coordinators.

### 2 Weeks Before Move

- ☐ Define "Lost and Found" area in each major destination area.
- ☐ Complete installation of new furniture. Punch-list all new furniture.
- ☐ Hold employee move orientation meetings with move coordinators. Review entire move plan, all labeled and area colored floor plans with everyone moving, provide moving crate use training.
- ☐ Finalize transition plan for IT and telephone system needs.

### 1 Week Before Move

- ☐ Review crate, box, packing material delivery plan with **Move Solutions, Ltd.**
- ☐ **Move Solutions, Ltd.** Project Manager to personally confirm elevator and access with property managers.
- ☐ Review final punch list for facility with construction manager and/or General Contractor.
- ☐ Move Coordinators to meet and review move responsibilities and area label assignments with all corresponding department personnel.
- ☐ **Move Solutions, Ltd.** Project Manager to post all label and color code directional signage at destination facility.

### Move Day

- ☐ Take a deep breath and exhale.
- ☐ Walk through origin and destination space with **Move Solutions, Ltd.** identifying any pre-existing damage to the facility.
- ☐ Station all Move Coordinators in their assigned areas at origin and destination to provide direction and answer any placement questions that arise.
- ☐ Work cooperatively and flexibly with employees, suppliers, and issues throughout the move process. Remember that all issues have solutions.
- ☐ At end of move, walk through origin and ensure that all labeled items were moved.

### Move Day + 1 Day

- ☐ Work with **Move Solutions, Ltd.** "smooth set" crew to make any adjustments that will make employees happier with their new surrounding.
- ☐ Make a complete list of any move related damages to company assets or to facility. Provide lists to appropriate suppliers.

### Move Day + 1 Week

- ☐ Take an extra day off. You deserve it.

total office solutions, llp can help you plan, furnish, move, and manage your relocation.

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