

# OFFICE RELOCATION

## **G** ♦ **U** ♦ **I** ♦ **D** ♦ **E**



### **A Helpful Guide For Every Business**

Alternate Choice Inc.  
Office Furniture

*"The Workstation People"*

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Relocating your office to a new space requires a great deal of planning and decision making. This guide has been prepared using information from leaders in the industry. Although no guide will cover every possible circumstance that you will encounter, we trust these contents will provide a solution to many of your questions.

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[www.alternatechoice.ca](http://www.alternatechoice.ca)

## 6 to 12 months (or more) before your move

- Designate a task force** of employees within your company and choose one as your move coordinator. Consider including some of the following departments on your task force: IT (wiring, cabling, computers, etc.), Human Resources (information updates to employees, new hires, etc) Purchasing (new furnishings, telecommunications and equipment) and Finance (budget preparation). Prepare a master checklist of tasks that includes all the necessary requirements for your business. Hold regular meetings with the coordinator to oversee the move plan, delegate responsibilities and formulate a timetable calendar. The coordinator must be able to devote as much time as possible to the move as there will be a considerable amount of decisions that require someone's full attention. Enlisting the aid of a project management consultant may be a worthy consideration at this stage, if a coordinator cannot be relieved of their daily responsibilities.
  - Choose a commercial leasing consultant** who will put the best interests of your company first and help you understand the advantages and disadvantages of the space available in various locations as well as design/build options. In addition, your leasing consultant can provide you with essential information on parking, elevators, loading docks, signage, leasehold improvements, reputable suppliers and more. A skilled consultant may also uncover hidden assets in your existing lease that may unleash funds for your move.
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- Consider incorporating sustainability** into your new space. LEED® Canada for Commercial Interiors offers basic principles of sustainability as they relate to tenant improvement projects and presents the definitive standard for what constitutes a green interior. Your space planning consultant should be able to provide you with information on achieving LEED credits to optimize the performance of your leased space. More information is also available through the Canada Green Building Council website at <http://www.cagbc.org/index.php>
  - Choose a Space Planner/Designer** to plan your new productive environment. It's impossible to start planning too early. For moves to existing space, allow a year from concept to occupancy. When building new offices, plan on two years. An experienced planner can save you time and money by focusing on your new layout, lighting issues, wiring and cable requirements and other details while you focus on what you know best – your business. Your space planner can also assist you with evaluating your new space by squeezing the most out of every square foot in the space you're considering. Involving your space planner at the earliest stage possible, along with the guidance of a leasing consultant, can lessen the risk of acquiring a space that will not accommodate your projected needs and future growth.
  - Prepare your employees** for a smooth move transition. Make employee communication a priority from the very beginning by keeping them informed of your plans. Your office planning consultant will need access to your facility and require employee input in order to prepare feasibility and adjacency studies for your new space. The last thing you want is rumours circulating because no one has been informed of the exciting project about to unfold. Once you have approved your new space plan and secured the lease for your new space, update your employees at once. Doing so will relieve their anxieties regarding their new workspaces and the new location as well as providing answers to a multitude of their questions.
  - Ascertain your tenant improvement** requirements at your new location. It is rare indeed that the new space will accommodate your needs without removing or adding some walls and doors, relocating telephone and data jacks, updating the finishes, adding/changing electrical outlets, etc.

By this time you should have your new office layout that will identify these needs and more. Be sure to determine if the existing HVAC is suitable, especially in dedicated server rooms.

- Apply for** the necessary permits and approvals required in your new space as soon as possible to avoid delays due to “red” tape. In many municipalities, you’ll need to furnish “stamped” construction drawings of your office layout for approval before you begin any construction. Check with your local building/planning department to determine the timeframe for final approval and occupancy permit, if applicable. Depending on the location of your new space you may also require permits for parking the vehicles of your contractors and moving company. If you are moving any hazardous materials, you may need a permit as well as a certificate of compliance with environmental regulations.
  
  - Provide construction drawings with specifications** to a potential list of contractors. Your leasing consultant may be able to furnish you with a list of contractors familiar with your new space, if you don’t have any current relationships with the type of contractors you need. In all likelihood, you will need the services of a general contractor for interior walls and painting, computer network installers, phone technicians, electricians, HVAC experts and systems furniture installers, to name a few. Once you have obtained their quotes, retain the services of the successful vendors as soon as possible. Consider the fact that reputable contractors are in high demand and booked for months ahead. Make sure that your project is booked into one of their future openings to avoid any delays.
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- The image shows two individuals, a man and a woman, leaning over a table covered with large-scale architectural or construction drawings. The man is pointing at a specific area on the drawing, while the woman looks on attentively. A laptop is open on the table to the right, and a red triangle is visible on the drawing. The scene is dimly lit, focusing on the work area.
- Supply potential movers** with a plan of your existing facility, your new layout (both can be provided by your planning consultant) and the scope of work required, to facilitate the quote process. You may wish to colour code your plans to clearly identify furnishings that will be stored (or liquidated), disposed or moved. Your plan for the new layout should also indicate all new furnishings. As delivery and installation of new furnishings is usually included in the purchase price, it may not be necessary to obtain a quote from the movers for these furnishings. This would also be a good time to verify whether your existing systems furniture warranty allows dismantling and reconfiguring by third party vendors. In addition, check with your office equipment supplier to determine the best way to move your copiers, computers, etc. Be prepared to spend some time with the movers during a walk through of your existing facility as well as your new space (if possible). There are a great many factors, such as loading dock facilities, freight elevators, etc., that affect the overall scope and price of the move and you’ll want to make sure that they’re all covered off during your walk through. Consideration should also be given to a setting a future move date.
  
  - Investigate leasing options** that can bundle your new construction costs, office furniture architect fees and more. Your office furniture consultant can provide you with information on how to free up your capital with this option.
  
  - Contact a furniture liquidation company.** Your new office layout will identify the existing furnishings that will not be reused in your new facility. Instead of sending them to the landfill, why not sell them to a liquidator? The money you will receive will depend on the condition and amount of furniture you are discarding; however, you’ll also save money (and headaches) due to the fact that the liquidation company often includes the removal of your furniture in their price. You may also want to weigh the advantages of selling other furnishings that you intended to move. There are times when factoring in the costs of moving and the money you’ll receive, you may be better off ordering new.



**Prepare a budget** for your move that includes movers, signage, letterheads, business cards, customer communication, tenant improvements and other essentials. Investigate purchasing/leasing options for new furniture, construction and equipment necessities, once your new office space and layout has been approved. It would be prudent to determine the lead time required for any new orders you will be placing and make note of your "order date" and delivery date" on your move timetable.


**If necessary, order new phone and fax numbers.** A local move may mean that your existing business numbers will not change but don't leave anything to chance. Confirm this information with your service provider and order new numbers, if necessary, six months in advance of your move. By doing so, you will be able to communicate this information to your valued customers and suppliers in a timely fashion. Also verify the amount of time that your supplier will forward calls from your old number and that any toll free numbers will not be affected by the move.

### 4 to 6 months before your move

- Engage the services** of your moving company and arrange a meeting with all of your vendors to discuss the various stages of your move. Corporate movers can offer tips and assistance to smooth your relocation efforts and this would be an excellent time to avail yourself of these services.
- Consider the advantages** of using a cleaning and restoration service for your existing furnishings. Not only is your relocation a great time to breathe new life into your existing chairs and systems panels but it also presents an opportunity to save you money. Furniture that you thought was obsolete can be restored to a "like new" condition and reused in your new facility. Your existing systems panels can even be reupholstered in the fabric of your choice to match the interior décor of your new space. Your office planning consultant can probably suggest a reputable company if you need a recommendation.
- Before you order new signage** check with your leasing consultant for any restrictions in your new building. In addition, many local municipalities have limitations on size types, so a call to your local zoning department would be in order. Be sure to ask if a permit is necessary before a sign is erected and the amount of time required to obtain the permit. Once you have all the information, place your order for exterior, as well as interior, signage.
- Arrange for address labels** to be printed well in advance of your move. Choose self adhesive labels that can be affixed to your existing brochures, catalogues, invoices, etc. Spreading the news early can create excitement and eliminate a great deal of customer confusion later.
- Evaluate your future IT requirements.** This is the perfect opportunity to enlist the help of your IT professionals to assess your server and networking options. If your new server room needs new racks or shelving, they should be ordered as soon as possible. You may even want to consider the advantages of going wireless in your new facility. Although installing wireless may be more expensive in the beginning, take into account the savings you'll experience in the future. Every time a computer is changed or a new one is added, you won't need to wait for, or pay, an installer to run new wires.
- Confirm** minimum requirements for the server room, including room dimensions, electrical requirements (30 amp dedicated circuit), floor coverings, HVAC with alarm and separate



thermostat, and dedicated space for tech equipment only. Verify that the location of the server room is centralized to avoid the 100m Ethernet UTP length limit.

- Confirm the number of employees to be relocated.** Label your new office layout plan with employee names and provide this information to your office planner in order to update the plan. Provide the updated plan to your move coordinator to assist the move efforts.
  - Determine if you need more phone lines.** If your company relocation is due to growth, then it's possible that adding more phone lines in your new office space would allow you to conduct business in a more efficient manner. Order your new lines as soon as you've made the decision, as it can take a long time to install these new services.
  - Plan updates to your website.** It may take several months to update your website depending on changes occurring within your company. If you are rebranding, offering additional products and services or changing your logo, you'll want to reflect these positive additions to your customers. Allow ample time for your service provider to revise your site according to your specifications.
  - Investigate your existing lease** to determine if you need to clean your space after moving. If this is a condition, make arrangements with a cleaning company at this time. You'll also want to make arrangements for your new premises to be cleaned when you move, if cleaning services are not included in your lease. Your building manager can usually recommend a reliable service.
  - Order your new office furnishings.** If you intend to avail yourself of LEED® certification, then consider ordering remanufactured workstations (cubicles) that not only earn you points towards that certification (due to their recycled content) but also save you money. Try to work with a respectable dealer that can supply all of your other new furniture needs as well. You'll save valuable time and money working with a dealer who offers "one stop shopping" and coordinates the entire line of product finishes for you. Inquire about furniture warranties, product maintenance and care, customer service support, installation and estimated time for delivery. Strive for a delivery date prior to your actual move so your employees can settle right in to their new spaces. Allow your employees a few weeks to adjust to their new space and then schedule a user orientation with your furniture consultant to explain the proper use of chairs and other ergonomic tools.
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- Evaluate your current phone system, internet and VOIP.** If you are ordering more phone lines due to an increasing workforce, then you may want to investigate ordering a new phone system at this time. Moving an obsolete system to your new space will only cost you money in the long run when you need to pay to rip it out and replace it. Also consider any changes to your internet service and look into any advantages that VOIP protocol may present. Your move may also present some new opportunities of saving money with your long distance charges. Assess all of your options at this time.
  - Meet with your current office equipment supplier.** It's possible that you may need to upgrade or add office equipment for your new space. Allow yourself enough time to assess your future needs so that any new orders can be placed in a timely fashion. This is also an excellent time to review the proper method of moving your equipment with your supplier. Some may require you to use their services to move the equipment in order to maintain your warranty.
  - Request a confirmation** of all orders placed with estimated delivery dates and make any necessary adjustments to your timetable. Inform vendors of any changes that may affect their schedule, i.e. a delay in carpet delays furniture installation.

- **Establish your IT move teams.** For each team leader, establish a backup in case the original team leader is unavailable. Suggested teams would be desktop team: break down unused PCs and equipment and rebuild in the new location, testing team: visit each workstation after it's assembled and verify that everything is operational, printer team: install and configure all printers, backup team: take responsibility for the data (perform backups) and the network team: build racks and configure switches and routers.

**2 to 4 months before your move**

- **Post** your new office layout for review with your employees. Your office planner should have names and departments labeled on your plan for this purpose. Encourage employee feedback and deal with any issues that may arise at this time. Your office furniture consultant has probably provided you with 3D drawings and visual representations of your new furniture that you can also share with your employees at this time.

- **Start to purge.** Whether in closets, file cabinets or storage rooms, throw out all of the useless items that have accumulated over the years. Recycle as much as possible and consider using a shredding service for outdated files and paper. Call reuse centres for a list of acceptable items and donate what you can for the good of the landfill. Arrange for a dumpster for the items you are unable to salvage. Have a bit of fun at the same time by offering a prize to the department that purges the most. Remember that you'll be paying to move any of the "junk" that remains so make sure everything that gets moved has value to your company.



- **Notify vendors of your new address.** Have your accounts payable department affix a change of address label to each invoice they pay a few months before your move. A good idea is to show your move date in **bold** or in **colour** to prevent your bills being sent to your new address too soon. Be sure to include vendors such as insurance, employee benefits, associations, civic organizations, online accounts, etc.
- **Communicate your move** to your customers in all correspondence, invoices, newsletters, etc. beginning 3 months before your move. Consider adding an announcement on your phone system and posting information in strategic locations of your office also.
- **Review your insurance coverage.** Moving to a new space will probably require changes to your present coverage. You may also need to add additional areas of coverage depending on the changes and additional services your company will be offering. Your insurance provider will also be able to offer assistance regarding extra security requirements (if applicable) at your new location.
- **Order a new alarm system** if one is not included in your new lease. Start the process as soon as possible in order to fully evaluate your needs and options.
- **Consider ordering a card access system.** Lost office keys can fall into the wrong hands or even copied. Access control systems, including restricted access to servers or sensitive financial data, may be worth considering in your new space.

- Confirm your new computer/laptop requirements.** If your new office space includes new employees, then you'll want to confirm that their new computers will arrive before they do, in order to set them up properly for their first day at work. Place your order now to guarantee delivery in time for your move.
- Order new appliances** for your lunch room if they have not been included in your construction costs. If you plan to move your existing appliances, you may still want to take this opportunity to evaluate the energy savings available with new products on the market.
- Order new cheques and update your financial records.** Your accounting department can be given the responsibility of updating your information with all of your financial institutions: banks, credit card providers, collection agencies, auditors, and Canada Revenue, to name a few. If your logo has changed, be sure to provide the required image to your banking institution for inclusion on your new cheques.
- Confer with your existing vending machine** supplier or order vending machines for your new location. If you have an existing service, make all the necessary arrangements to ensure that the service is functional in your new location on moving day. Thirsty employees and helpers will thank you.

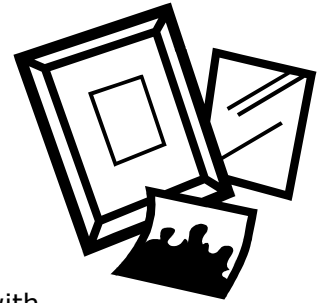


**1 to 2 months before your move**

- Arrange use of elevators** with your building manager for the day of the move at both locations. Request "on call" elevator maintenance to repair any breakdowns or offer assistance with oversized pieces. Verify their "Moving Rules and Regulations" as most building managers also require advance loading dock reservations before you exit or enter a building.
- Compile an inventory** of all existing computers, laptops and hardware. Due to the fact that all of your equipment will need to be tagged also, this would be an ideal time to do both things. If your floor plans have been colour coded, use this system to tag your computers with employee names and department. Don't forget to tag any computers in storage areas also. You may want to ask employees to take their laptops home during the move and return them once the move is complete. Reconcile your inventory once the move has taken place.
- Tag and inventory** your existing office furniture. By now you will have decided which items will be recycled, sold or trashed. Label these items clearly, using colours that differ from your floor plans. Offer any furniture that you're planning to throw away to employees for reuse in their basements or garage. An old filing cabinet makes a great storage unit for someone! Colour code and tag your remaining furniture with its *relocation* department destination and employee name. Bear in mind that not all of your existing furniture will be relocated to the same employee in your new space due to different configurations so pay close attention to your new floor plan.
- Call local charities** to see if they can use any items that are still left over. Failing that, you'll need to arrange for a dumpster to dispose of these items.
- Arrange long term storage** for furniture and equipment that may be of use in the future. You'll save money and space by not moving them to your new location. Compile an inventory of these items for future reference.



- Pack all unnecessary items** such as decorations. If you won't be using it before moving day, then get the packing out of the way early. Be sure to label any containers with their contents and destination in your space.
- Order your moving crates** if they will not be supplied by your moving company. Plastic crates can be rented from suppliers and should be delivered at least one week before your move. Cardboard boxes could be used as well but, due to the fact that rentals need to be returned, employees tend to empty the contents quicker. If cardboard boxes are used, take care not to over pack them. Paper, especially, can be very heavy.
- Confirm your timetable** with contractors at your new location. Delays in carpet, kitchen cabinets, etc. can be unfortunate but learning about them early means steps can be taken to advise everyone involved in your relocation, including your employees. Communicate any delays to all of your vendors so that contingency plans can be made.
- Conduct an on site inspection** with your office planner. Identify any changes to the original drawings that will affect furniture placement, wiring, cabling, etc. It is not unusual to find columns or walls that have moved from their original location due to factors beyond the control of your contractor. Revise your plans and issue the amended plans to all vendors affected by the changes. Contact your vendors to discuss and solve any issues they may face due to the amended plans.
- Label** all wall items in private offices. Be sure to clearly identify their relocation destination on a label. Some companies prefer to move their artwork in company vehicles so if this is the route you plan to take, make sure they're protected well. It may also be a wise move to check on your insurance coverage, in the event of damage. Artwork in common areas such as hallways does not necessarily require a label **unless** you already know where it will be hung in your new location.
- Arrange a date for** a "Move Get-Together" for you and your employees with your moving company. At that meeting, the moving company will instruct the employees on how to pack various office items and equipment.
- Order new stationery, brochures and catalogues.** Depending on the size of your business, this can be an expensive undertaking. Envelopes, business cards, invoices, stationery, brochures, catalogues and other materials will be required.
- Notify Canada Post and courier vendors** of your move.
- Announce** your planned move and new location by placing a sign at the entrance of your business. Include a map and directions so that your customers have a simple way of locating you.
- Schedule a meeting** with the vendor of your new phone system to determine the date of install. If you're moving your existing phone system, your technician will help you time the move to minimize your down time. Clear access will be required to the phone closet for testing and minor adjustments.
- Make any necessary changes** to utilities such as electricity, water and gas.



## 3 weeks before your move

- Confirm that your movers** have provided a certificate of insurance to your new building management and have made arrangements for any necessary parking permits.
- Arrange for the delivery of** the balance of your cartons, packing paper, tags and other miscellaneous materials from your moving company.
- Provide an instruction package** to all employees outlining the dos and don'ts of packing and moving. Include a timetable specifying the move date and time, latest date for packing to be finished and latest date for items to be unpacked in the new location. Add key contact names with phone numbers, directions to the new location and emergency numbers to the package also.

## 2 weeks before your move

- Pack** nonessential items in your common areas, such as reception, lobbies, file rooms, kitchens, etc. You may choose to use disposal plates, forks, cups, etc. the week prior to the move to facilitate your packing.
- Prepare a list** of vendor contact names, phone numbers, pagers, e-mail addresses and cell phone numbers and distribute the list to all responsible parties. The list should include property management contacts, local and long distance telephone companies, local computer support vendor, local telephone system vendor, telephone/data cable vendor, shipping representative, furniture consultant, general contractor and web site Webmaster. Store a printed copy in a safe, easily accessed location, like your car.
- Institute a plan to provide** a physical backup (bootable media) for all servers. Plan to transport the backup media separately from the truck moving the servers. Depending on the size of your company, it's not a bad idea to have two copies in two separate cars.
- Plan with your IT department to have** spare PCMCIA network cards at the new office for laptop users who have left them behind. Also review service calls for the past year and identify likely-to-fail parts. Have several of those parts on hand as well as spare cables and hard drives.
- Have your IT department test all network** and phone drops as soon as possible at the new location. In addition, test all power outlets using a tester as well as plugging something in. Review programming/routing on the voice mail system also. You may need to make changes there.
- Hold a** team meeting to confirm roles and responsibilities.
- Ensure** that the local staff contact will be onsite for deliveries or vendor access to the new space prior to the office opening.
- Inventory** every telephone number to be moved and schedule disconnects or additions of phone lines. Prepare a directory of new telephone numbers and extensions at the new location.
- Update** your fax cover sheet.



- Remind employees** to back up their own files onto the network or disks before the move.
- Confirm that the network** cabling is in place before the systems furniture is installed in the new space and also that the jack locations for voice and data have been installed appropriately.
- Confirm that carpet and tiles** have been laid *three days prior* to the installation of any furnishings.
- Install all new office furniture.** Once you have confirmed that your entire infrastructure is in place, your new furnishings can be installed. It is important to note that the new office premise should be free and clear of other trades to allow a trouble free installation. The last thing you want is scratches on your new veneer furniture caused by the careless placement of a screwdriver or trades people standing on your furniture to reach overhead fluorescent bulbs.



- Conduct a walk through** with your office planner/designer and contractor to confirm all finishes and specifications have been adhered to. Make a notation of any touch ups required and take digital pictures. These will come in handy at a later date to determine responsibility of any damages to walls, doors, etc. Determine a time frame to have any deficiencies rectified.

**1 week before your move**

- Contact** your major clients to advise them that you may not be able to speak to them personally at certain times due to your pending move. Assure them that you will return any voice mail or email messages as soon as possible. Keep client visits to a minimum during this week, if possible, in order to alleviate tension.
- Dismantle your existing systems furniture** if you are reusing your workstations (cubicles) in your new space. If you have retained the services of office furniture installers, your move coordinator would probably have scheduled this to occur with the least possible interruption to employees. It is important to remember that these workstations must be free and clear of all contents before they are dismantled. Moving boxes, computers and other equipment should be moved to a central location that will not interfere with the dismantling process. Extra charges could be levied if these conditions are not adhered to.
- Pack, Pack, Pack.** Have employees pack their own files and other items within their own workspace. Your move coordinator will have made plans for common areas, such as central filing, library, boardrooms, etc. Your IT department should safely dismantle computers and other equipment, including phones, within the workstations. If you do not have an IT department, instructions can be given so that employees can disconnect their own equipment. Consider packing all of the phones separately so that they can be tested as soon as possible in the new location. Movers will usually handle computers, desk top printers and other equipment. Personal contents should be moved to your new location in your own vehicle. Label all of your boxes with your name and department to ensure that they arrive at the right place.



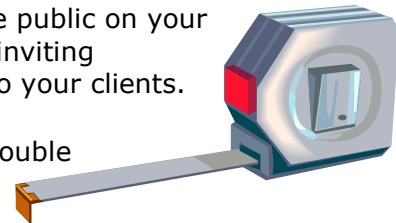
- Back up your data** according to the instructions you have received. DO NOT dismantle any computers until you have performed your back up.
- Reassemble existing systems furniture** in your new space. No doubt the same office furniture installers that you used to disassemble will reassemble your existing furniture in the reconfiguration shown on your office layout plan. As with the disassembly, free and clear access to your new facility is very important to the successful reassembly of your stations in order to provide your employees with a productive workspace on moving day.
- Conduct a walk through** of your new premises with your furniture consultant as soon as possible to confirm the placement of all office furniture in private offices and open areas as well. Have your furniture consultant prepare a list of any deficiencies that need to be rectified and request a copy along with the date that they will be rectified. If you've used a reputable office furniture dealer, then your deficiencies will probably be limited and will not affect productivity. Stuff happens - product gets damaged during transit and minor mistakes can occur but a reputable company will accept responsibility and fix it immediately.
- Clean appliances** that will be moved to your new location.
- Confirm** your reservation of freight elevators and loading docks.
- Distribute** new access cards/keys. Provide employees with information regarding the policies and procedures at the new location, hours that the building is open, alarm system codes and instructions, parking spaces and other requirements.
- Post signage** in your new location for the movers. Label everything as prominently as possible using the colour codes you previously developed. Due to the fact that walls, doors and trim may not be fully cured, it is advisable to use painter's tape for your signs to prevent any damage. Assist your movers by placing the appropriate colored labels on the doors, door frames, and cubicles. If the building has several floors or wings, put groups of labels at intersections, stairwells, and elevators, with arrows pointing the way.
- Post dimensioned** office layout plans in prominent areas of your new location. Individual layouts posted in private offices, workstation (cubicle) areas, meeting areas, etc. will further enhance the ease of moving. Layouts should be detailed enough so that whoever is installing the items can place them without having to ask where they go.
- Prepare any office plants** moving to the new location. Depending on the season, the interior of the moving truck can become extremely hot having a detrimental effect on plants. You may wish to consider moving them in employee vehicles instead. Do not water them prior to the actual move – they'll only be heavier and more difficult to transport. Don't forget to water them once they've been moved to their new location.
- Issue a memo** to employees that identifies members responsible for the move at the existing site as well as the new site. Explain that these are the only employees allowed on site during the move. Although other employees may be excited and inquisitive, they can get in the way and complicate matters. Don't forget to delegate responsibility for clean up at both sites on move day.
- Decide who will** pick up the coffee, donuts, pizza, pop and water for the big day. Plan on having disposable plates, napkins and cups and don't forget a waste container for the trash.
- Don't forget** to take washroom supplies for your new location.



- Plan to have cell phones** at both locations in order to communicate with one another.

## Moving day

- Take a deep breath.** By now you have done everything in your power to guarantee a smooth transition and most of the work now belongs to your movers and technicians. Yes, a glitch or two may occur but you're prepared to handle it, so go with the flow.
- Moving** is an excellent time to give your computers, keyboards, and monitors a good cleaning. Right after the move, have your IT staff open the computer cases and blow out all the dust with a reversible vacuum cleaner. Use a compressed air bottle for keyboards and a safe screen cleaner for the monitors. Relocate computers to their proper work spaces.
- Collect all existing keys, access cards and parking passes** by 4 p.m. on the day of the move and return them to the building manager.
- Disconnect** all leased lines, such as T1s, at the old location.
- Check** that your moving company has provided protective materials for the carpets, walls and doorframes along the main moving path.
- Identify a space** to be used as "lost and found". Most moves have the occasional box or other items that show up without a label. Once you've allocated a space, these items can be placed there and sorted out later.
- Install and test phones** as soon as possible and change your welcoming greeting to reflect your new location.
- Pay special attention** to areas of your company visible to the public on your first day of business in the new location. Having a functional, inviting reception area, for an example, signifies "business as usual" to your clients.
- Have a few measuring tapes** available at your new site to double check and verify existing furniture placement.
- Verify that all areas using existing furniture** have been installed according to your office layout plan. Inform your moving contact of any discrepancies so that they can be immediately rectified.
- Remove all possible debris** from the premises. Your movers will be responsible for their own debris but don't forget those pieces of pizza in the trash, especially if you're moving during hot weather. *Perish the thought.*
- Take pictures** of before and after for your company scrapbook.
- Don't be tempted** to lift or move any furniture yourself. Offer as much assistance to your moving company as possible but leave the lifting to them.
- Plug in any equipment** such as photocopiers, fax machines, etc. and test that they're in working order.



- Conduct an inspection walk** with your moving company contact after everything has been moved and record any damages that may have occurred to walls, doorways, furniture, etc. It's also a good idea to have a camera available to take pictures of the damage.

## After the move

- Unpack** all of the rental moving boxes for return. A delay in returning them could add charges to your moving bill.
- Be prepared** for some employees whining about the changes. This is to be expected. The "only constant is change" but human beings simply don't like change. The familiarity of former surroundings is gone and some anxiety of the new space challenges employees' comfort levels. Reassure them that, in two weeks time, a user orientation will take place (for those with new furnishings) making them proficient in the use of their new tools. In the meantime, ask employees to make a list of their concerns, so that they can be addressed in the future.
- Find new homes** for all of the plants and artwork as soon as the opportunity presents itself. Having familiar things around helps employees settle into their new surroundings.
- Schedule any training** for new systems (phones, security, etc.) and office furniture that you have acquired. In addition, your health and safety committee should update employees with any procedures required in the new facility.
- Reconcile all inventories.** Make sure that everything shown on your inventory has made it safely to your new space.
- Process any claims** for damages incurred during the move.
- Confirm any deficiencies** with vendors and request a date that they will be rectified.
- Plan a "Welcome To The New Office"** gathering where you can thank all employees for their contributions and patience during the past several months.



## About Alternate Choice Office Furniture



Redesigning and relocating your corporate offices is an investment of time and money on your behalf. It's an important decision and one that shouldn't be taken lightly.

At Alternate Choice, we've developed a reputation over the past 17 years for planning and creating unique, productive and cost effective offices for companies of all sizes. From humble beginnings, we have grown into a company of 30 full time, dedicated employees.

### Our services include:

- ❖ Design and office planning
- ❖ Relocation services
- ❖ Project Management
- ❖ Moving, installation and reconfigurations
- ❖ Ergonomic evaluations
- ❖ Construction drawings
- ❖ AutoCAD™ building plans and office layouts
- ❖ Furniture specifications
- ❖ Interior finish schedules
- ❖ Needs analysis
- ❖ LEED® Canada for commercial interiors assistance
- ❖ Financial project and furniture leasing plans
- ❖ Furniture liquidation
- ❖ Short and long term rentals

### Our offering includes:

- ♦ Remanufactured systems workstations (cubicles)
- ♦ Used office furniture
- ♦ New office furniture

We believe in supporting charitable organizations and are proud to be a recent recipient of the Burlington Chamber of Commerce, **Business Excellence Award** for Retail/Manufacturing. We are committed to providing this same level of service to all of our customers.

For further information on the assistance we can offer, please call Val, our relocation expert, at (905) 336-8818 x43. We're here to help you.

We invite you to visit us and tour our 36,000 sq. ft. facility and showroom.

We've been providing productive, affordable office solutions since 1989 and have assisted a multitude of clients with their relocation needs.

We would be please to offer you advise on your upcoming project. We look forward to your visit!



**Furniture For Any Space**  
**905-336-8818**  
Alternate Choice Inc.

We're located at:  
3325 North Service Road, Unit 1  
Burlington, Ontario L7N 3G2  
Open Monday – Friday  
8 a.m. – 5 p.m.  
(Other times by appointment)  
Call (905) 336-8818 Ext. 43  
for further information or email:  
[valc@alternatechoice.ca](mailto:valc@alternatechoice.ca)

