

TARGET  
DATE

COMPLETION  
DATE

\_\_\_\_\_ \_\_\_\_\_ ALLOCATION OF SPACE - Consider the space available in relation to: private office requirements (their size and location), the number of people employed, the work flow between departments, plans for future expansion, location of cloakrooms and washrooms, fire regulations, etc.

\_\_\_\_\_ \_\_\_\_\_ BANK AND FINANCIAL SERVICES - Transfer accounts when required.

\_\_\_\_\_ \_\_\_\_\_ CARTONS - This is the mover's responsibility; however, make sure that you have plenty on hand as you will need more than you think. DO NOT OVERLOAD CARTONS (60 lbs. max.).

\_\_\_\_\_ \_\_\_\_\_ CHAIRS - This is the mover's responsibility.

\_\_\_\_\_ \_\_\_\_\_ CHANGE OF ADDRESS NOTICES - Print and prepare all mailings well ahead: "We are Moving" notices followed by "We Have Moved" are advisable. Notify the following and advise them when to start:

Bank and financial services; Clubs;

Credit accounts; Customers;

Credit cards;

Insurance companies; Lists from ledgers;

Newspapers and magazines; Post Office;

Prospects and other lists; Publishers;

Special Services; Subscriptions; Suppliers.

\_\_\_\_\_ \_\_\_\_\_ CLEANING - Arrange to have premises cleaned after you vacate, and to have the new location prepared for your arrival.

\_\_\_\_\_ \_\_\_\_\_ COLOUR CODE - Again, this is the responsibility of the mover. He will make recommendations to you.

\_\_\_\_\_ \_\_\_\_\_ COMMUNICATIONS - Make a thorough survey of your requirements for telephones, facsimiles, etc., including sufficient outlets. Locate these on all your plans and arrange for purchase and installation. Start on this early.

\_\_\_\_\_ \_\_\_\_\_ DATA PROCESSING - If you have equipment to be moved, make your mover aware of all of the details. Also make sure that your new location has all of the requirements regarding the temperature, humidity control, wiring and proper space necessary for data processing. Moves of this nature should be handled separately due to their complex nature.

\_\_\_\_\_ \_\_\_\_\_ ELECTRICAL APPLIANCES AND EQUIPMENT - Have qualified technicians disconnect and install this equipment.

\_\_\_\_\_ \_\_\_\_\_ ELECTRICAL POWER - Is the voltage adequate and in places where needed?

\_\_\_\_\_ \_\_\_\_\_ ELEVATORS - Make arrangements for continuous service at times when building authorities will permit moving. Be sure there are enough operators. Check union regulations. Plan with your mover. Check sizes and load capacities.

\_\_\_\_\_ EQUIPMENT FOR MOVING - This is the mover's responsibility.

\_\_\_\_\_ FILING - This is an extremely important section of the project, and requires continual liaison with the departments concerned. Familiarize yourself with all the available equipment by type and dimension. Take the advice of your office outfitter. This is a good opportunity to change from old fashioned, inadequate files to more modern and space-saving equipment. Arrange for culling of dead material from existing files. Determine location of files. Allow handling space for door-swing and drawer pull-out. Place orders in ample time to meet deadlines. Keep suppliers advised as to changes in delivery times, places and elevator arrangements.

\_\_\_\_\_ FLOOR COVERING - Here are several things to be considered: wood (plain or patterned), broadloom, linoleum, tile, terrazzo, etc. When making this choice, consider the following points: traffic, appearance, static electricity, maintenance, ease of alterations for wiring, telephone lines, etc. After making your decision, arrange for installation, ensuring that your contract dates are compatible with other work.

\_\_\_\_\_ FLOOR LAYOUTS - Prepare scale plans for all of the new premises. Have copies on hand for the movers, plus the many others who will need them. Clearly mark the location of each item by number. Have extra plans available at the entrance of each floor or area.

\_\_\_\_\_ FLOOR LOADING - Check if capable of new loads, particularly for safes and other heavy equipment.

\_\_\_\_\_ FURNITURE AND FINISHINGS - The decision must be made whether to purchase new furniture or use your existing equipment. If you decide on new furniture, be careful of non-standard colours and designs. If you select these, you will run into greatly increased costs and delays when you come to add to or replace equipment. Place furniture orders in ample time to meet deadlines. Keep your suppliers advised as to changes in delivery times, dates, places and elevator arrangements. Your office outfitter can be of great assistance here.

\_\_\_\_\_ IDENTIFICATION - It is the mover's responsibility to clearly mark exactly where each package should go, and who is responsible for it. Keep this on a master list.

\_\_\_\_\_ INSPECTION ON ARRIVAL - Check for damage, shortages and details for insurance, moving and other claims.

\_\_\_\_\_ KEYS - Collect all keys to old premises and turn them in. Issue keys for new premises in advance.

\_\_\_\_\_ LABELS - The mover or your employees should affix labels to the following, depending on service required: chairs, desks, filing cabinets, typewriters, and all other types of equipment you plan to move. Tag items not moving with visible "DO NOT MOVE" tags and "STORAGE" tags.

\_\_\_\_\_ LIGHTING - Ensure that lighting is sufficient by reviewing the location of workstations. Take into account special requirements for drafting, etc. Arrange for sufficient lines and outlets.

MEASUREMENTS - It is the responsibility of the mover to make sure that all articles have adequate passage through doors, stairways and elevators.

MOVERS - This is one of the most important parts of your move. Select a mover on the basis of experience and reputation, but make sure that they are capable and experienced in the type of move you are going to make. Ask for estimates as there are a wide range of services and costs available. Work closely with your mover; seek his advice; ask questions and do as he recommends. Go over this list with him. He will give you adequate advice on packing, cartons, identifying items, protection from damage, equipment to be provided, plus what cooperation will be required from you.

MOVING COMMITTEE - Establish a Moving Committee consisting of responsible people from each floor or division. Their major job is one of coordination within the firm and with the mover. To answer all questions from their division. To distribute code numbers. To issue instructions. To supply cartons, etc. To keep employees up-to-date on actual moving time.

OFFICE OUTFITTERS - Choose an experienced outfitter who has professional office planners and decorators on his staff. While beauty and design are important, it must be remembered that the primary purpose of an office is to produce decisions and paperwork.

PARKING - Ascertain the restrictions and advise your staff. The mover will make temporary arrangements with the police to facilitate moving in and out.

PARTITIONING - The location of partitions will depend on the allocation of space. Things to be considered are: built-ins and panels, bookshelves, storage shelves, wardrobes, etc.; wall finishes: fabrics, vinyls, wallpaper, paint. Arrangements should be made with the owner or contractor to ensure that the above installations are coordinated with any electrical work that is necessary.

PERISHABLE GOODS - These require special care. Be sure that freezers and other storage containers are dry before moving.

POLICE - Your mover can be of assistance here in making arrangements for officers to keep entrances and roadways clear during the major move times.

PREPARATIONS FOR MOVING - This is an area where your mover can be of a great deal of assistance to you with regards to desks, filing cabinets, packing.

PRINTING - Collect samples of all printed cards, forms, stationery, statements, price sheets, folders, and descriptive literature, etc. Reorder these well ahead with the necessary changes so that everything will be ready for the new location.

SECURITY - When required, particularly for financial institutions.

SERVICES - Arrange to have services cut off after you leave and ready before arrival in your new location. Check all details with suppliers: telephone, oil, Post Office, water, electricity, special services, gas, heat.



\_\_\_\_\_ \_\_\_\_\_ SIGNS - Prepare signs for new location. Also, have "Moved To" signs at the old address.

\_\_\_\_\_ \_\_\_\_\_ STAFF - Provide everyone with essential details of the move: time and date, address, reasons for moving, benefits of new location, parking facilities, timetable. Make sure that all the staff know exactly what their moving responsibilities are.

\_\_\_\_\_ \_\_\_\_\_ STATIONERY - A consideration here might be a rubber-stamped "NEW ADDRESS" on your letterheads until a couple of weeks after you move. This focuses more attention on your move than would a new letterhead. After this, new stationery is essential because overprinting old letterheads creates a poor image. Be sure that the new stationery is ready in good time.

\_\_\_\_\_ \_\_\_\_\_ STORAGE - Your new location should contain sufficient temporary and permanent storage space. Make sure that this is both adequate and suitable for your needs. Some movers may consider storing some office records, as well. While they are not as easily accessible, the rates are considerably lower.

\_\_\_\_\_ \_\_\_\_\_ SUPERVISION - Have at least one responsible member of each department on location during the move. Provide them with a floor plan and brief these people on what will be taking place.

\_\_\_\_\_ \_\_\_\_\_ TELEPHONES - Arrange the details well ahead. It is essential to have telephones at both places during the move.

\_\_\_\_\_ \_\_\_\_\_ VALUABLE PAPERS - Pay particular attention to your records, equipment, currency and irreplaceable items. List them before moving and check on arrival. In this case, a special move may be necessary.