

RELOCATION CHECKLIST

TASKS TO BE COMPLETED PRIOR TO A RELOCATION PROJECT

- A. Select a relocation committee that will assist in the planning process and that will be available during the actual move.
- B. Check with each department to determine any special needs.
- C. Complete a detailed furniture layout and seating arrangement for the new location.
- D. Determine if any existing furniture or equipment will be allocated as surplus.
- E. Determine if any useable furniture or equipment is to be reassigned to another employee or department.
- F. Check with all equipment service contract vendors to determine any special needs or provisions for the movement of the equipment, *i.e.* copiers, fax machines, data processing equipment and drafting equipment.
- G. Verify with both the existing and new landlord or building management company the selected relocation date and determine if any potential access problems for the freight elevator or loading area may occur during the move process.
- H. Plan a house cleaning and schedule designated purge days several days prior to the relocation project.
- I. Schedule moves of coffee equipment and vending equipment with associated vendors separate from the actual movement of furniture, contents and equipment.
- J. If the relocation project is to be completed in phases, determine which areas or departments require the most interfacing. This will determine the sequence of your project.
- K. Number all work locations and color code new floor plan with the assistance of a **Commercial Relocation Specialists**sm representative.
- L. Plan and schedule a relocation orientation seminar for either all employees or department heads to attend. Seminar is provided by **Commercial Relocation Specialists**sm.
- M. Attend a punch list walk through of the new facility with building management and a representative of **Commercial Relocation Specialists**sm.