



# COMMERCIAL MOVING GUIDE

A step-by-step guide to preparing, packing and moving your commercial space.

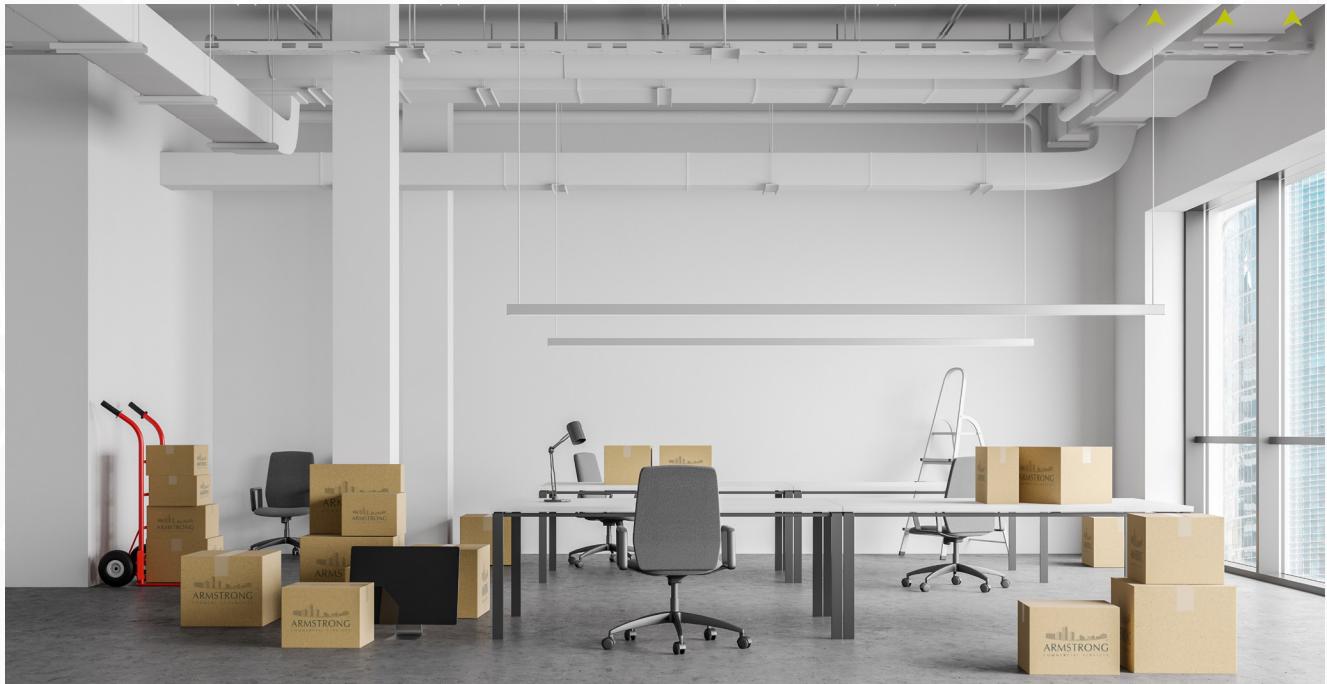
# INTRODUCTION

The goal of this guide is to prepare your team for their upcoming office move. With planning and preparations, we aim to help you have a more efficient move that minimizes employee downtime. A successful move is the result of a complete plan, carefully drawn and efficiently executed by both your employees and Armstrong Relocation.

Armstrong works closely with your team to ensure a smooth transition into your new space, thus preventing disruptions to your business. Before you dive into the moving process, divvy up internal responsibilities by assigning the following roles.

**Move Project Manager (PM)** This person will oversee the entire move.

**Move Coordinators** This person will oversee the components and planning that affect their department/location. They will work directly with the Project Manager and be responsible for communications to their team. They will make sure that everyone and everything is ready for move day.



# BEFORE THE MOVE

Preparation for your relocation typically begins months before your scheduled moving date. At Armstrong, our goal is to address your concerns and clarify expectations far in advance, so the process is as stress free as possible.

Together, we'll tackle these items on the moving to-do list about **three months before the move**.

## 3 MONTHS PRIOR ▾



### PM/Mover

Develop moving plan and review responsibilities of mover and staff members. When moving day arrives, there should be no unanswered questions.



### PM/Mover

Clarify scope, budget and technology needs.



### Move Coordinators

Allocate resources and convey roles.



Set a moving timeline and coordinate the schedule with property managers.



Walk through the property with the mover.



Inventory equipment, technology and furniture and determine which assets need to be sold, donated, recycled or disposed of.

# BEFORE THE MOVE

As the moving day grows closer, the Armstrong team will be hard at work coordinating the logistics of your relocation so you can focus on your business. Complete these quick internal tasks, and we'll take care of everything else.

2 MONTHS PRIOR ▶



Confirm availability of additional third-party vendors.



Ensure there is adequate space and time for packing. Consider off-site storage for files and seasonal items.



Communicate new address to clients, vendors, post office and subscriptions.



Prepare to update the website, Google My Business and other digital listings with the new location.



Ensure a Move Coordinator is assigned to each location and/or department. Assist in the creation of floor plans and other unit needs.

# BEFORE THE MOVE

Now is the time to communicate the details about the upcoming relocation to your employees, building managers and other stakeholders. These action items will help your internal team feel prepared and relaxed on moving day.

## 1 MONTH PRIOR ▾



Meet with Mover and Moving Coordinators to ensure the team has everything they need.



Ensure that all relevant parties at the building of origin and new destination are aware of your moving plans.



Confirm utilities will be functional at both locations on moving day.



### Move Coordinator

Prepare move packet for each team member, complete with moving instructions, labels, IT information, new parking, keys or electronic badges, new seating arrangements and site-tour dates.



Create moving labels to match the new floor plan.

# BEFORE THE MOVE

As a full-service relocation company, Armstrong will also handle everything from your packing and storage to unpacking and installation. If you're instead planning on taking care of those tasks internally, complete all of the following about one week before the scheduled move.

## 1 WEEK PRIOR ▾



### Move Coordinator

Ensure all items are labeled appropriately with their new office locations.



Uninstall all bulletin boards, dry-erase boards, mirrors and pictures from the wall.



Clean and service copy and postal machines where required. Check with dealers or equipment manufacturers to ensure that moving companies can transport the copiers without voiding warranty.



Release office layouts and any additional instructions to employees.



Exchange mobile numbers with movers, coordinators and property managers.



Use reusable rental crates provided to properly pack and organize office inventory. When complete, stack all boxes together.



Have employees pack and label their desk contents. Do not pack valuables or personal items in the cartons.



Re-confirm moving schedule with all stakeholders.

# DURING THE MOVE

When it's finally the big day, you can rest easy knowing that Armstrong's expert crews will go the extra mile to make sure every member of your team is supported. Perform a few quick checks, and leave the rest to us.

## DURING ▾



Confirm that movers have taken measures to protect walls, floors and doorways of both properties.



Ensure movers and vendors follow building rules.



Check that cabinets, desks and equipment are empty before moving.



Remove debris from origin location.



Perform a final walk-through of office, looking for any forgotten items.

# AFTER THE MOVE

Congratulations! Relocations are exciting periods of transition, and Armstrong is thrilled to have supported your company throughout this process. Start off on the right foot in your new space by performing these final duties.

## AFTER ▾



Confirm that all items successfully made it to new location.



Verify conditions of moving inventory.



Break down boxes and cartons for easy removal.



Ensure all technology is set up properly.



Re-read safety requirements and fire escape plan of new facility.



Disable obsolete phones, computers and other equipment.



Coordinate pick up of reusable moving crates.



Compare final invoice to contract pricing. Ensure payment is made within required terms.

## CHECKLIST ▾

### 3 Months Prior to Move

- PM/Mover — Develop moving plan and clarify responsibilities of mover and staff members. When moving day arrives, there should be no unanswered questions.
- PM/Mover — Clarify scope, budget and technology needs.
- Move Coordinators — Allocate resources and convey roles.
- Set a moving timeline and coordinate schedule with property managers.
- Walk through property with mover.
- Inventory equipment, technology and furniture. Determine which assets need to be sold, donated, recycled or disposed of.

### 2 Months Prior to Move

- Confirm availability of additional third-party vendors.
- Ensure there is adequate space and time for packing. Consider off-site storage for files and seasonal items.
- Communicate new address to clients, vendors, post office and subscriptions.
- Prepare to update website, Google business listing and other digital listings with new location.
- Ensure a Move Coordinator is assigned to each location and/or department. Assist in the creation of floor plans and other unit needs.

### 1 Month Prior to Move

- Meet with Mover and Moving Coordinators to ensure the team has everything they need.
- Ensure the building of origin and the new destination are both aware of moving plans.
- Confirm utilities will be functional at both locations on moving day.
- Move Coordinator — Prepare move packet for each team member, complete with moving instructions, labels, IT information, new parking, keys or electronic badges, new seating arrangements, site-tour dates and new personal data.
- Create moving labels to match new floor plan.

### 1 Week Prior to Move

- Move Coordinator — Ensure all items are labeled appropriately with their new office locations.
- Uninstall all bulletin boards, dry-erase boards, mirrors and pictures from the wall.
- Clean and service copy and postal machines where required. Check with dealers or equipment manufacturers that moving companies can transport the copiers without voiding warranty.
- Release office layouts and any additional instructions to employees.
- Exchange mobile numbers with movers, coordinators and property managers.
- Use reusable rental crates provided to properly pack and organize office inventory. When complete, stack all boxes together.
- Have employees pack and label their desk contents. Do not pack valuables or personal items in the cartons.
- Re-confirm moving schedule with all stakeholders.

## CHECKLIST CONTINUED ▾

### During the Move

- Confirm that movers have taken measures to protect walls, floors and doorways of both properties.
- Ensure movers and vendors follow building rules.
- Check that cabinets, desks and equipment are empty before moving.
- Remove debris from origin location.
- Perform a final walk-through of office, looking for any forgotten items.

### After the Move

- Confirm that all items successfully made it to new location.
- Verify conditions of moving inventory.
- Break down boxes and cartons for easy removal.
- Ensure all technology is set up properly.
- Re-read safety requirements and fire escape plan of new facility.
- Disable obsolete phones, computers and other equipment.
- Coordinate pick up of reusable moving crates.
- Compare final invoice to contract pricing. Ensure payment is made within required terms.

