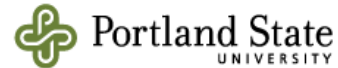




Portland State University

School of Extended Studies
Portland, Oregon

Completion: June 6, 2008



FAST STATS:

- 40,000 square feet on three floors consisting of 65 employee offices, Portland State University's (PSU) School of Extended Studies, and the Independent Study Program
- The move included sensitive archive materials, classroom furniture, lab furnishings, office furniture, and computer equipment
- Relocation included disassembly and reassembly of all systems furniture

Overview

In April 2008, Lile's Office and Business Relocation department responded to a Request for Proposal (RFP) issued by Portland State University's Facilities Team to relocate their School of Extended Studies, located at 1633 SW Park Avenue, to their new building at 1515 SW Fifth Avenue. The move requirements included 65 employee offices, school archives, classrooms and lab furnishings. The school also included a requirement to minimize impact to employee work schedules.

The project management team from Lile's Office and Business Relocation services group worked side-by-side with PSU's Facilities Department and the University department heads to produce a plan that would ensure a timely move. Lile also held an employee Move Fair to engage and educate employees about the move process which included customized teams to guide employees through the move process as well as food, drinks and door prizes. These thorough steps of employee communication and pre-move plan preparation enabled a near perfect execution on the move days. Lile was able to relocate the classrooms, offices and archives with no damage and minimal disruption to the staff. Based on the success of this move, Portland State University awarded Lile a 100% quality rating with references and additional office relocation projects.

Lile's focus is to build lasting relationships with our customers through teamwork, integrity, continuous improvement and above all, our commitment to quality service. Whether it is a small office move or a complex, multi-site, large office move with sensitive medical equipment, Lile's Office and Business Relocation services are your trusted source for an on-time and on-budget move. Our job is to take care of your move so you can focus on your business.