

Things to Do

- ✓ Develop detailed furniture placement plans for the new location.
- ✓ Conduct an employee move orientation.
- ✓ Organize several clean up days during the month prior to moving. Lile can arrange to have disposal bins delivered to your space for recycling and shredding.
- ✓ Double check actual room measurements against your architectural drawings.
- ✓ Assign packing responsibility for all common areas to one person and have that person enlist volunteer assistants.
- ✓ Ask one person to gather all pictures, whiteboards, etc. into one central (out of the main path) location before the movers arrive.
- ✓ All items that will fit into a 'Tyga-Box' should be packed into one. This speeds up the move, reduces damage and minimizes unnecessary handling.
- ✓ Ask your staff to remove their personal belongings one week prior to the move and bring them back one week following the move.
- ✓ Reserve the best possible access for your move. This includes notifying building management for exclusive use of the elevator, cardkeys, access to your space and clearance for parking trucks.
- ✓ Keep the major pathways in your office clear before, during and after the move.
- ✓ Make a list of all the key contacts and distribute to everyone on your move team, including vendors.
- ✓ Post move codes, directional signs and floor plans at all locations in the new space.
- ✓ Leave the air conditioning 'on' at each location.
- ✓ Assign at least one move coordinator for each location.
- ✓ Watch security. If your doors are open, anyone can enter your space.
- ✓ Conduct a thorough walk-through at origin and destination prior to releasing the move crews.

- ✓ Make a written list of follow-up items during and after the move to help you prioritize the workload.
- ✓ Ask your employees to submit written follow-up trouble tickets. If the task is important, they will do it.
- ✓ Arrange for a pick-up of move supplies two days following the move. You can ask the movers to provide a 'Fine Tune' at this time, if necessary.

Things Not to Do

- Attempt to move if your space is not ready.
- Pack too early or allow too much time for your staff to pack. It should take one to three hours for a person to pack their work area, depending upon how much "stuff" they have.
- Re-pack items that are already adequately boxed. These items can simply be re-sealed, labeled and moved 'as is.'
- Move items in half full, broken or crushed cartons.
- Allow anyone on-site during the move unless they have a specific purpose for being there.
- Expect the mover to monitor who enters and exits your office. The mover will not know who should or should not be in your space.
- Pack your floor plans.
- Allow your employees to leave until all required packing and preparation has been completed.
- Make any furnishings or space plan changes for at least two weeks after the move.
- Move obsolete furniture or equipment to the new space. It does not pay to move trash.
- Expect the mover and furniture installer to move out or move in simultaneously.
- Accept any new deliveries the week prior to moving, if you can avoid it.
- Allow your employees to work out of boxes for a few days before or after the move.