

# A GUIDE TO YOUR OFFICE RELOCATION

1. **Pre-Move Planning and Role Assignments**
2. **Appointing a Company Decision-Maker and Support Group**
3. **Developing An Action Plan**
4. **The Selection Process**
5. **How Salmon's Will Facilitate Your Move**

## 1. **RELOCATING?...LET'S TALK**

Regardless of the company or the circumstances surrounding an office move, planning, efficiency and communication provide the foundation for success. Salmon's Transfer has compiled the following information and guidelines to assist you in the relocation of your firm. Whether you have five, 100, or more employees, Salmon's can help relocate your office with minimal disruption to your business. The enclosed information provides valuable insight into the roles of everyone involved in your office move.

## 2. **LEADERSHIP...WHO'S YOUR MOVE COORDINATOR?**

To accomplish a winning move, one executive should be designated as move coordinator with total responsibility and authority to organize the relocation. On larger moves (i.e. more than fifteen offices), you may wish to appoint a moving committee to assist in developing the company's relocation policies and requirements.

## 3. **PLANNING...THE COMMITTEE'S ROLE**

Typical employee anxiety and confusion can be minimized if committee members familiarize each and every employee with their role and responsibilities during the move. With employee participation, productivity and efficiency are kept at near normal levels. Before meeting with perspective movers, your move committee should establish approximate moving dates and relocation requirements. When establishing a moving date, your office move coordinator will need to consult with the new building management. Current leasing requirements will also need to be checked. Newly built or redecorated locations require additional flexibility in the moving schedule; extra time to handle unscheduled events in a way that minimizes disruption to your overall move plan. Specifications provided by your committee to the mover should also include an approximate inventory of items to be moved, services to be rendered, and by whom each service is to be provided. Your company committee may choose to consult with our corporate sales manager to help establish your company's needs.

## 4. **CHOOSING YOUR MOVER**

When inviting carriers to bid on your office relocation, committee members and the move coordinator must look at the ability of the carrier to perform a quality office move. Salmon's recommends that references be checked thoroughly. Bid presentations submitted by your prospective mover, after the required walk through, should include specific information about the areas of responsibility for the mover. Prior to the move, your carrier's move coordinator should meet with your office move coordinator/committee to detail the responsibilities of all employees, number floor plans, arrange for the delivery of packing materials, and review all needs.

## 5. **THE EMPLOYEE...COMMUNICATION AND DUTIES**

Proper instruction and role designation are vital to assuring that all work areas and departments are prepared for transportation. Our Salmon's Office Relocations Manager will provide written packing instructions for your staff and a pre-move orientation seminar to answer any questions that may arise, if required.

Employees must realize they have a key role in your office relocation. Responsibility begins with each employee packing and marking items within his/her own work area with a designated number. Desks, chairs, office equipment, wastebaskets, etc., must be labeled for relocation. Cooperation is essential to meeting limited time schedules. Salmon's will provide all boxes and labels necessary for packing and identification purposes. The ultimate responsibility lies with your move coordinator and company supervisors for continuing direction.