

PRELIMINARY

BW PROPERTY GROUP

- Finalize lease for new location
- Engage designer for new premises

BUSINESS UNIT

- Notify present landlord of termination date
- Advise staff of date and location of move
- Create a master change-of-address list

PRE-MOVE – GENERAL

BW PROPERTY GROUP

- Reserve elevators and loading docks for moving day
- Bid and award moving contract
- Bid and award telephone and computer cabling
- Order any new office furniture and equipment
- Obtain the Certificate of Occupancy and any other required permits or licenses
- Change locks/access codes on new premises
- Arrange for listing on lobby directory of new building
- Obtain Certificates of Insurance from your insurance company
- Arrange for post-move cleaning

BUSINESS UNIT

- Inventory existing furniture
- Conduct 7S events to purge files per record retention policy and discard unnecessary clutter
- Audit keys
- Order new stationery
- Check insurance coverage for the move
- Advise suppliers of new address (telephone, bottled water, coffee service)
- Change/cancel utility services

- File change-of-address forms with post office and forward mail
- Mail moving notices
 - Internal CPD
 - Banks and financial institutions
 - Clients and customers
 - Professional organizations
 - Credit accounts and credit cards
 - Insurance companies
 - Accounts receivable and payable
 - Newspaper and magazine subscriptions
 - Telephone company and internet service provider
 - Prospects and special services

PRE-MOVE – INTERNAL

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- Schedule and prepare agenda for your employee move orientation meeting
- Develop a master relocation project schedule
- Distribute access cards and keys for new premises

BUSINESS UNIT

- Finalize seating plan and identify each location
- Prepare labels for moving furniture and boxes to new location
- Schedule staff for unpacking, stocking supply cabinets, storerooms, file rooms and removing tags from all furniture and equipment to ensure your company will be operational as rapidly as possible after move
- Pack contents of all filing cabinets and desks, ensuring everything is properly labeled
- Schedule post-move training for security, fire and life safety procedures at the new facility

MOVING PERIOD

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- Arrange with the building manager to have the air conditioning on during the move
- Install and test telephone system
- Install and test all computers

BUSINESS UNIT

- Remove computer equipment (server) and phone system prior to arrival of movers and commence reinstallation at new site
- Collect parking passes, security cards and keys for the old facility. Confirm the return of any deposits held by the landlord for those items

POST-MOVE

BW PROPERTY GROUP

- Do a detailed walk-through of the premises and report any damage to moving company
- Audit final invoices against contracts
- Complete and file all warranty information for all new furniture and equipment

BUSINESS UNIT

- Distribute new phone list and map showing the locations of departments
- Transfer your insurance to the new location
- Update fixed asset accounting system for any new furniture and equipment purchased
- Schedule press release and client announcement