

MOVING PROCESS

GENERAL PLANNING

- Answer the question: Why do you want to move?
- Define long-term corporate goals
- Define financial resources, limitations
- Consider future growth, consolidation

FACILITIES PLANNING

- Create and internal organizational plan, including:
 - ✓ Details on adjacency requirements
 - ✓ Optimum office layout
 - ✓ Total number of employees
- Consider any special space needs, including:
 - ✓ Computer rooms
 - ✓ Clean rooms
 - ✓ Specialized requirements for lighting, heating, ventilation and air conditioning
 - ✓ Fitness centers
 - ✓ Employee lounges, locker rooms, cafeterias
- Develop site criteria, considering:
 - ✓ Optimal floor plate size
 - ✓ Corporate image needs
 - ✓ Home location of employees
 - ✓ Financial resources

SITE SELECTION

- Identify possible sites, considering:
 - ✓ Parking availability
 - ✓ Space for expansion
 - ✓ Renewal options
 - ✓ Building amenities
- Review various building proposals
- Review space plans for each proposal
- Negotiate terms of lease and coordinate closing

PREPARE FOR THE MOVE

- Coordinate administrative functions, including:
 - ✓ Printing of news company stationary, forms, miscellaneous paper products
 - ✓ Alerting clients to the move
 - ✓ Purchasing new furniture
 - ✓ Ordering and installing new telecommunications systems, computer equipment, etc.
- Give attention to space planning and interior design
- Hire an appropriate moving company

MOVING

- Plan for minimal disruption
- Coordinate for employee involvement
- Adjust the space to fit your needs

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