



Your work is important to you. Relocating it efficiently is important to us.

When you're relocating your office, every move you make is critical. Healthcare Building Solutions (HBS) has managed office relocations for a variety of organizations — from small non-profit organizations to large corporations and universities.

A typical office relocation can take four to six months of planning, by engaging HBS to manage your move; your personnel can focus on their work while HBS's experts manage the many business and logistical needs specific to the move.

No matter the size or scope of your office, HBS can ease the burden and logistical challenges and minimize disruption to your employee's productivity.

TIPS FOR OFFICE RELOCATION SUCCESS

Office relocation is part of doing business in every industry. Whether you are expanding into a new space, renovating, moving operations, consolidating, or decommissioning a facility, office relocation can be complicated and costly.

Clear direction is essential to ensure smooth relocation. With over two decades of experience in office relocations, HBS understands how to manage an efficient and cost-effective office relocation.

When undertaking major relocation project, proper planning can make the difference between a successful move and a disaster. Office relocation is never routine. No two offices are alike, and they all have specific challenges which should be approached with care when attempting relocation.

We have included helpful insights HBS has gained over years of managing major office relocations:

1 Identify your internal team:

The first step is to determine who will be involved with the move. It is important to involve all staff in the move process, but utilizing key persons within your organization to act as move captains can be helpful, particularly if you have a larger staff. Begin by meeting with your move committee and determine key dates in the move process to disseminate to the remainder of the staff. Establish a regular schedule of move meetings to keep everyone in the loop and to address issues as they arise.

#2 When will you receive your "Certificate of Occupancy"?

Your entire move timeline and logistics is dependent upon this date /access.

#3 Ask for a key to the elevators at both origin and destination location.

Many elevators have this and it helps ensure you have access to the elevator during your office move. Remember to also ask for a phone number for an elevator service technician in case an elevator "trips out" during the move process. Having no elevator access can bring your office relocation to a halt.

#4 Have you established a relationship with a local mover for moving & storage services?

If not, this would be a good place to start. It is smart to establish rates for moving & storage services in advance of your needs. This prevents any last minute negotiating and also provides you a resource/relationship that can assist you in planning or when you're in an office move coordinating pinch. Working with your local mover as early as possible in the planning phase may help you understand additional services the mover can provide you in the future.

Whether you need to relocate a single suite of offices or an entire business unit, choosing HBS should be the first move you make.

HBS's Office Relocation Services include:

- Requirements analysis to identify and document your relocation specifications, installation requirements, and completion/verification criteria.
- Site preparation planning to ensure site readiness and manage the implementation site preparation requirements.
- Project management from professionals who will manage your relocation end-to-end.
- Coordination of multiple vendors involved in relocation.
- Full documentation of every phase of your relocation from requirements-setting and schedule to final approval.
- Guarantee that your systems are brought back to operation and working in their new environment.

#5 Are you ordering new furniture and/or reusing existing furniture?

If new, when will the goods be delivered from the manufacturer? If your move timeline is shifted or derailed for any reason, what is your contingency plan for this furniture? Will you require storage? Does your move plan allow time for the new furniture to be installed before the move of your data, servers, contents, and computers? You don't want multiple companies trying to access entryways, elevators, or dock space at the same time.

#6 What is your plan for data back-up on your servers?

Talk to your IT staff. If you don't have an IT staff, there is a company called Virtual Move (as well as others) that will allow you put your information "in the cloud" with fully encrypted secure access. This will allow your employees to work during the move of server racks. Your company does not have to be inoperable during the move.

#7 Select the correct moving box for the job.

There are several styles of moving boxes that serve different needs. If you plan to pack, move, and unpack in a two week window I'd suggest you utilize plastic e-crates. These are ergonomic, reduce risk of injury, reduce waste (support Green Initiatives), and reduce your overall move cost

#8 Who is disconnecting your individual computer systems?

Your employee or the moving company? Most moving companies offer computer disconnect & reconnect services as a very cost effective amenity to their service. This can also assist with proper preparation and planning since you don't want this to be misunderstood going into the process. It's not advised to surprise your mover with PC disconnects on move day. This would be a potential disaster if the proper planning or team preparation is not in place by your mover.

#9 Who will be your new data service provider?

Make sure the service providers providing you phone and data are scheduled to have everything in place before your physical office move is to occur.

#10 Have a pre-move meeting with your staff.

Perhaps the single most important thing you can do is educate your staff about their responsibility during the move process. Discuss proper packing techniques, proper labeling, and where to find information they need such as their new office number. Schedule these meetings well in advance of the move date.

#11 Assign responsibility for shared areas to specific individuals.

Assign personnel to pack common areas such as kitchens, reception areas, file rooms, storage rooms, etc. Get a head start in the weeks before your move by emptying your refrigerators.



What our clients say about Healthcare Building Solutions:

Just a note to let you know that your professionalism and hard work during our recent laboratory move has been sincerely appreciated. Your attention to detail and adherence to the critical schedule allowed our work to continue with minimal disruption.

Ravindra Dhir
Principal Investigator
University of Pennsylvania Medical Center

I was apprehensive, to say the least, when the move process began and when the actual move day arrived, I was concerned it would be difficult. On the contrary, it went flawlessly. Your team's attention to detail and sensitivity to the needs of the staff was focused and professional. Thank you for a job well done!

Vladimir R. Muzykantov, MD, PhD
Professor, Pharmacology and Medicine // Vice Chair, Department of Pharmacology
University of Pennsylvania Medical Center

I was quite sure our lab move, because of its size and multiple locations, would be problematic. It was not. Your professionalism in coordinating the general movers, chemical movers and meeting the staff needs exceeded our expectations. Thank you for executing a perfect move.

Dechun Chen
Lab Manager / Sehgal Lab
HHMI / Department of Neuroscience
University of Pennsylvania

Office relocations can be a monumental undertaking. With two decades of relocation experience, BMC will work closely with you to ensure all your needs are met. We will ensure that the entire process is carefully managed and streamlined through the use of proven relocation protocols and processes, including a detailed timetable listing each step in the process and its status.

By engaging HBS, you will:

- Reduce overall relocation costs.
- Minimize employee downtime.
- Eliminate the administrative burden of managing multiple service providers.
- Tailor our services to meet your unique needs.

Contact us to learn how we can help you with your next move.