



*Facilities Relocation Services can provide cutting-edge relocation services to ensure your business receives minimum disruption when moving.*

## MOVE MANAGEMENT

This way you can concentrate on your day-to-day operations.

### **How we can make moving easier for you and your employees:**

- Coordinating all vendor activities and deliverables
- Monitoring the status of the move throughout the project
- Coordinating space planning activities
- Developing and administering a move plan and schedule
- Conducting weekly meetings and preparing management summary reports or meeting minutes
- Coordinating schedules with landlords at each location
- Creating an inventory of surplus furniture and equipment to be disposed of
- Creating a detailed request for proposal for movers based on accurate inventory and move schedule
- Developing and implementing a Departmental Move Coordinator program
- Coordinating Telecommunication and Information Technology activities
- Preparing comprehensive employee move instructions to address the human element that's needed to help ensure smooth transition in assisting our clients in fostering positive employee morale
- Providing on-site post move coordination at the new location
- Coordinating the cleanup activities at the vacated location
- Providing on-site management throughout the move process
- Developing a welcome program for all employees

