



Pre Move Phase

3-4 Weeks before Relocation Project:

- ✓ Meet with all departments to go over the move process and identify the specific needs (if any) of each department.
- ✓ Contact your insurance agent to discuss coverage during your move. Determine if insurance will be covered by you or DMS to avoid unnecessary duplication.
- ✓ Meet with your MIS Department to discuss special needs for moving IT equipment, including special requirements and packing for protecting computers, monitors and peripherals, and the policy for backing up all files and data prior to the move.
- ✓ Determine if you will move over a weekend or after regular hours to avoid interruption of business activities.
- ✓ Check doorways, corridors, elevators, stairwells and loading docks at both locations for ease of egress and entry. Confirm the weight the elevators can lift.
- ✓ Find out if any licenses or permits are required at old or new facilities.
- ✓ Determine if there are going to be any moves done before the main move, or if the move will be broken down into phases.
- ✓ Arrange to sell or discard obsolete furniture and equipment. DMS can assist with this process. Check with your DMS relocation consultant for more information.
- ✓ Develop contingency plan for computer malfunctions during and after the move.

2 Weeks before Relocation Project:

- ✓ Meet with your DMS move consultant to finalize the move schedule.
- ✓ Form your team of Move Coordinators and make sure the movers assign and introduce their team of on site Supervisors, who will be the "go to" people during the move besides the DMS move consultants and project leaders.
- ✓ Finalize floor plan and assign label and placard colors with department numbers. Your DMS move consultant can assist you with this task and provide labels.
- ✓ Prepare Move Communication Packets for your employees, providing the move schedule. The better informed your employees are the smoother the move will go!

- ✓ Contact building management at your existing and new location to review policies and procedures for move-in day, including scheduling exclusive use of freight elevators and dock space.
- ✓ Reserve (in writing) loading dock and elevator as needed at the origin and destination.
- ✓ Conduct your Employee Move Orientation Meeting and assign the individuals to be on site during the move to answer questions and supervise the process.
- ✓ Distribute Move Communication Packets to your employees.

1 Week before Relocation Project:

- ✓ Make list of employees who will not be present for the move and assign an individual to pack and label their work area.
- ✓ Make sure all employees know what to do, when and where to report to their new workstations when the new office opens for business.
- ✓ DMS Moving crates, dollies, labels, and moving supplies will be delivered and distributed.
- ✓ Provide Placards to your Move Consultant to post at the destination site.
- ✓ Confirm dock and elevator reservations at origin and destination locations.

Day before Relocation Project:

- ✓ Conduct a Final Prep Meeting with Supervisory Team, Mover and Move Consultant. Review the move schedule and address any last minute needs.
- ✓ Confirm the schedule of individuals who will attend the move and their roles.
- ✓ Distribute copies of floor plans to your move supervisors

During Relocation:

- ✓ Introduce your move supervisor to all the movers as the only “Go To” person for decisions.
- ✓ Inform movers that any delays (loss of elevator, inability to access dock etc) are reported to your supervisors immediately.
- ✓ Disconnect computers, fax machine(s) and printers for transport.
- ✓ Conduct a thorough and final walk-through of the origin site with your mover to ensure that all items have been moved.
- ✓ Conduct a thorough walkthrough of the destination site to insure all products are in proper locations.

Post Relocation

- ✓ Have a DMS representative pick up crates loaned out for move.