



# OFFICE RELOCATION GUIDE

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# PLANNING YOUR OFFICE MOVE

## Select a Move Coordinator

Select a coordinator for the move and form an advisory team of staff who are knowledgeable about office work flow, staff responsibilities, office equipment, vendor services and contract procurement.

## Select a Target Move Date

Develop a project schedule and timeline expectations. Take into consideration any IT requirements and new furniture ordering and installation.

## Communicate Move with Employees

Decide how you will distribute information to management, staff and service providers.

*Schedule a site visit and select an office mover. Inquire about additional services if needed, e.g. packing services, disposal services, warehousing & storage.*

## Take Inventory

Take inventory of office items and furniture. Verify items for disposal or donation and begin the purging process of unwanted material.

## Create a Floor Plan

Create a floor plan with your moving company's Project Manager for use by staff and service providers. Attach floor plans to designated rooms for reference during move execution phase.

## Check Building Requirements

Check with the current and destination building for any restrictions or building requirements. Obtain a Certificate of Insurance when applicable.

## PACKING TIPS

Decide if you want your employees to pack or if you want to utilize professional packers. If handling internally, assign roles for labeling and packing offices and common spaces.

- Ensure that labels are prominent and indicate the corresponding floor plan.
- Use color coded labels to allocate colors to each floor or department.
- Ensure the insides of desks, cupboards, filing cabinets and book cases are completely packed into your office moving crates or boxes.
- Establish necessary timeline for packing and provide crates/bubble wrap to staff members.
- During packing phase, label items that will be going to storage or disposal.

For an eco-friendly alternative, inquire with your moving company about renting E-Crates. These plastic crates are reusable, do not require assembly or disposal, and offer a more convenient way to pack. E-crates are stackable for easy transport, require no tape and are virtually “crush proof”.



# PROTECTING YOUR ITEMS

## Valuation Coverage

When purchasing valuation coverage for a commercial move, ensure you understand what liability options are included. Most moving companies offer standard and extended valuation coverage. For further clarification, below is an example of coverage provided by *Washington Express Movers*.

### Standard Valuation

- With **standard valuation**, liability of \$.60 per pound per item, not to exceed \$50 per article for furniture and \$5 per pound per item for electronics.

### Extended Valuation

- With **extended valuation**, loss or damage will be adjusted to the value of your property and condition at the time of loss, based on the lesser cost to repair or replace with new or used property of like kind and/or quality. You may purchase extended valuation at an additional cost of \$12.50 per \$1,000 of value up to a maximum of \$50,000. Should a claim be filed, you agree to pay the first \$500 as your deductible. *\*Coverage does not include intrinsic value, fine art or antiques.*



### Examples of Standard Valuation liability

- Desk= 200 pounds x \$.60= \$120.00 **Maximum Liability for Loss or Damage**
- Filing Cabinet= 50 pounds x \$.60= \$30.00 **Maximum Liability for Loss or Damage**
- Desktop Monitor= 5 pounds x \$.60= \$3.00 **Maximum Liability for Loss or Damage**

# COMMON PITFALLS

## Selecting an Office Mover

When selecting an office mover, it's important to do your research. Below are common pitfalls made when choosing an office mover.



### Hidden Charges

Beware of proposals which have substantial add-ons or extra fees tacked on when your move is completed based on “change orders”. Your final cost should be within 10% of the bid unless there are significant changes to the scope of work.

### Hourly Minimums

Many moving companies require a 4-6 hour minimum plus charges for travel time and weekends or after hours fees.

### Inexperienced Movers

Many movers use outsourced, temporary laborers who lack experience in handling corporate moves.

### Non-Working Supervisors

Watch out for extra charges for non-working supervisors. All managers or supervisors from the moving company should be hands on during your move.



# OFFICE MOVING CHECKLIST

## 3 MONTHS PRIOR TO MOVE

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- Define scope of work, IT needs, and budget. Identify resources and assign roles
- Set tentative move date and establish master schedule
- Communicate and reserve move dates/elevator reservations with origin & destination properties
- Take inventory and determine asset disposition plan
- Set up walkthrough with moving company

## 2 MONTHS PRIOR TO MOVE

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- Confirm all vendor resource availability for move dates
- Create file and storage allocation plan
- File change of address with post office, vendors, clients, subscriptions, etc.
- Assist business units with floor plan, seat designations, file and other unique needs

## 1 MONTH PRIOR TO MOVE

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- Obtain certificate of insurance forms from all contracted vendors
- Begin purging process of unwanted items
- Confirm HVAC operates at both locations during move execution phase
- Assign packing & labeling for employees and common areas
- Schedule crate and dolly delivery for 1 week prior to move

## 1 WEEK PRIOR TO MOVE

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- Label, tag and color code inventory items/take photos of high value items
- Confirm all items are labeled & office contents are ready. Designate items for disposal
- Post any office layout drawings on each destination office to aid installers
- Secure key duplicates/affix keys to desks and cabinets
- Distribute new phone list & "welcome" kits with maps of local eateries to employees
- Ensure you have mobile numbers to connect with move personnel on moving day

## MOVING DAY

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- Ensure moving company has protected elevator cabs, lobbies, walls and floors at both locations
- Conduct final walkthrough. Verify that file cabinets, desks and appliances are empty and safe to load.
- Confirm building rules are being adhered to and provide direction to all moving day vendors
- Walk through entire origin location to confirm all contents moved as plan

## POST MOVE

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- Be sure obsolete computer and phone contact information is disabled or forwarded
- One week after move, confirm pickup of remaining crates and any disposable items
- If needed, hire additional moving assistance for last minute furniture rearranging needs
- Check your final mover invoice against bid or contract pricing
- Mover punch list or damage claims to be settled before payment of final invoice



# BID COMPARISON

	Washington Express Movers	Mover (X)
Move schedule is detailed w/ dates, times and number of movers/trucks.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Firm-Fixed Costs (NOT just an hourly "estimate")	<input checked="" type="checkbox"/>	<input type="checkbox"/>
No charges incurred for unused crates	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional moving time billed only for man hours, not bundled w/ truck or truck driver price	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Professionally trained and certified movers	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provides references of similar types of moves	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provides COI with appropriate coverage levels	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provides pre-move inspection and floor, corners and wall protection	<input checked="" type="checkbox"/>	<input type="checkbox"/>
On-site move supervisor w/ uniformed personnel	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Extensive pre-planning, pre-move meetings and post-move assistance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Modular furniture installation, PC installation, library moving, document archiving and document destruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
E-Cycling and donation to non-profit and charitable organizations	<input checked="" type="checkbox"/>	<input type="checkbox"/>