THE HMS GUIDE TO OFFICE RELOCATION

Objective

Relocating an office with minimal down time takes planning and logistical know-how. We created this handbook to assist with your move preparation and to reduce common relocation and right-sizing problems. It will answer many questions you may have if it is your responsibility to plan, organize and manage your move and ensure that pre-move tasks are completed. The enclosed templates and checklists can be distributed to office employees. Please contact your moving Account Manager if you have more questions or need additional information.

Notes:

Write down questions, comments and to-dos as you read through our moving guide:

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Relocation Timeline Overview

4 months prior to move:

- ☐ Define scope of work, IT needs, and budget Identify resources and assign roles
- ☐ Set move date and establish master schedule
- ☐ Reserve move dates/elevator reservations at origin & destination properties
- ☐ Make an asset disposition plan
- ☐ Set up initial walkthrough with moving companies

2 months prior to move:

- ☐ Confirm vendor 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, files, etc.

1 month prior to move:

- ☐ Obtain certificate of insurance (COI) from vendors
- ☐ Purge unwanted items
- ☐ Confirm that the HVAC operates at both locations during move execution phase
- ☐ Assign packing & labeling for employees and common areas

1 week prior to move:

- ☐ Label, tag and color code inventory items/take photos of high value items
- ☐ Confirm all items are labeled & office contents are ready (including items for disposal)
- ☐ Post office layout plan on each destination office to aid installers and movers
- ☐ Secure key duplicates/affix keys to desks and cabinets
- ☐ Distribute phone list & “welcome” kits with maps of local amenities to staff
- ☐ Collect mobile numbers of move staff for moving day

Moving day:

- ☐ 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 are being moved as planned

Post move:

- ☐ Disable obsolete computers and forward phone numbers
- ☐ One week after move, confirm pickup of remaining crates and any disposable items
- ☐ Plan for additional moving assistance for last minute furniture rearranging needs
- ☐ Check your final mover invoice against bid or contract

Relocation Timeline

4 Months Prior to Move

Define scope of work, IT needs & budget. Identify resources and assign roles:

1. Define scope of work:

a) Determine specifics: number of people, dates, what is being moved and what is to be recycled/decommissioned.

b) Identify any swing space or temporary storage space needs.

c) Confirm completion date with a day or two cushion, for unforeseen circumstances.

d) Review lease ending obligations with your landlord, such as ceiling tile replacement, cable abatement, security system removal, wall patching and painting, etc.

2. IT needs:

a) Coordinate with your IT team, including their availability for moving day.

b) Audit your IT infrastructure: determine what is to be moved, upgraded, or replaced.

c) Identify any additional IT requirements for the new space.

3. Budget:

a) Your move budget should include packing, IT setup, furniture/ electronics disposal and recycling, repairs to your old space, signage removal and installation.

b) Also, other expenses such as, insurance, construction permits and unexpected contingencies.

4. Identify resources and assign roles:

a) Assign a relocation team responsible for managing the move, such as a project manager and IT, facilities, HR coordinators, etc.

b) Define the roles/ responsibilities for each department.

c) Determine which aspects of the move require external resources, such as movers, contractors, or IT consultants, and budget accordingly.

d) Establish a plan for effective communication among team members during the move.

Set tentative move date and establish master schedule:

1. Break down the move process into milestones, such as packing, IT tasks, furniture disposal/installation, & post-move needs like rearranging furniture, cabling, outlets, etc.
2. Assign deadlines to tasks and track progress.

Reserve move dates for elevator and loading dock at origin & destination:

1. Inquire with building management about any specific move-out/move-in policies and procedures, such as cable abatement, utility requirements, etc.
2. Obtain any permits or documentation required.

Inventory assets, determine disposition plan (see page 13):

1. Designate what is being moved and what is to be donated or decommissioned. Note the condition, age, and value of each item.

a) If selling assets, explore potential buyers or auction platforms. Your mover should be able to assist you.

b) If donating assets, identify non-profits and coordinate logistics for the donation.

c) Arrange for recycling or proper disposal of any electronic waste or hazardous materials, according to regulations and environmental guidelines.

Set up walkthrough with moving companies:

1. Identify moving companies with experience in office relocations. Consider factors such as reputation, insurance coverages, customer reviews, and cost estimates.
2. Conduct walkthroughs with moving companies. Walkthroughs of the office should highlight items or areas that require special attention such as fragile equipment, sensitive data, or unique handling instructions.
3. Review and compare quotes based on the scope of work and the movers' professionalism and flexibility.
4. Select your mover and finalize the terms of the agreement, including insurance coverages, building protection procedures, process for changes in the scope of work, and any other extra services offered or needed.
5. Ensure all details are documented in the agreement.

2 Months Prior to Move

Confirm vendor availability for move dates and timeline:

1. Vendors:

a) The above includes all vendors involved in the move, such as IT technicians, furniture suppliers, and other contractors.

b) Be aware of scheduling multiple work crews in your space simultaneously as to avoid confusion that could slow down the move.

2. File and storage allocation plan:

a) Assess and allocate the file and storage needs of each department in the new space.

b) Create a plan or map indicating the location of each department's files and storage areas and communicate it to the respective department staff.

3. File change of address with Post Office, vendors, clients, subscriptions, etc.

4. Collaborate with your respective departments on their specifis needs:

a) Review floor plans of the new space with your department heads.

b) Design an optimal work flow arrangement.

1 Month Prior to Move

1. Obtain certificate of insurance (COI) forms from vendors. Specify the required coverage limits for the COI, naming your organization as an additional insured party and any other information required by building management.

2. Begin purging of unwanted items:

a) Allow sufficient time for sorting and purging.

b) Provide staff with guidelines on what should be discarded, donated, or kept.

c) Use designated areas/bins for different categories, such as recycling, donation, or trash.

d) Send regular reminders to staff to ensure purging is completed before the move.

3. Confirm HVAC operates at both locations during the move execution phase.

4. Assign packing & labeling for common areas to staff:

a) Provide instructions to staff on how to pack their personal items including the use of specific packing materials or containers (see page 18).

b) Distribute packing supplies such as crates, labels, tape, and markers.

c) Advise staff on proper labeling, such as labeling boxes by department, contents, and priority (see page 17).

d) Communicate specific handling instructions on packing hazardous materials/fragile items.

1 Week Prior to Move

1. Label, tag, and color code inventory items:

a) Take photos of high-value items.

b) Make an inventory that corresponds to the labels and tags for reference purposes.

2. Confirm all items are labeled & office contents are ready:

a) Conduct an audit to ensure that all items are properly labeled.

b) Designate items for disposal and separate these items from the items to be moved.

c) Communicate disposal instructions to the appropriate parties.

3. Post office layout drawings on each destination office to aid installers. Indicate the assigned locations for furniture, equipment, and other items based on the layout plan (see page 23).

4. Secure duplicate keys to desks and cabinets.

5. Distribute new phone list & "welcome kits" of new neighborhood to employees. Include additional information in welcome kits, such as maps and the location of nearby eateries, and amenities, as well as relevant office policies.

6. Ensure you have mobile numbers to connect with move personnel during the move. The list should include the mobile numbers of team members, vendors, contractors, and other service providers.

Moving Day

1. Confirm with the moving company that they have measures in place to protect elevators, lobbies, walls, and floors at both locations.

2. Conduct a final walkthrough of your current space before moving day. Inspect all areas, including file cabinets, desks, storage rooms, and appliances, to ensure they are empty, secured and safe to load onto the moving trucks.

3. Confirm building rules and provide direction to all moving day staff and vendors:

a) Review building rules and regulations of both the current and new office locations to ensure that all vendors involved, such as the moving company, IT technicians, and contractors are aware. Including any special requirements.

b) Provide directions and instructions to vendors on building access points, designated parking arrangements, and loading areas.

4. Walk through origin location to confirm all contents have been moved as planned:

a) After the move is done, conduct another walk-through of the origin location.

b) Document any discrepancies or missing items from the plan and/or inventory immediately for insurance claims.

Post Move

1. Be sure obsolete computer and phone contact information is disabled including any email accounts, phone extensions, etc.

2. One week after the move, schedule pickup of remaining crates and storage containers. Review inventory list of furniture and equipment stored off-site.

3. If needed, get additional moving assistance for post-move furniture rearranging needs.

4. Check your final mover invoice against your contract for any damages during the move to the building, furniture or equipment.

a) Compare the timeline and manpower estimates in the agreement vs your final invoice and verify that any additional charges are justified.

b) If needed, initiate the damage claim process outlined in your contract.

Property Management Checklist

Agenda for meeting with building manager:

- ☐ Get contact information including cell and emergency phone number.
- ☐ Availability and contact info for building engineer and the cost of overtime.
- ☐ Elevator availability, measurements and emergency contact info.
- ☐ Check process for moving oversized items that may not fit easily into doorways/elevators.
- ☐ Loading dock availability.
- ☐ If moving after hours or on the weekend: ensure air conditioning or heat will be working.
- ☐ Will there be other moves in your building during the same time period?
- ☐ Do you need any special building protection, security or insurance requirements?

Post-move checklist:

- ☐ Delete name from building directory.
- ☐ Turn in old hard keys or access cards.
- ☐ Turn in old security cards.
- ☐ Clean up old space after move.
- ☐ Conduct final walkthrough.

Pre-Move Purge Checklist

☐ Distribute a document retention plan to your staff specific to your firm (see below). Your move is an opportunity to reduce any outdated papers, files and documents.

☐ Arrange for the secure disposal of excess monitors, computers, hard drives, discs, etc, anything with a plug that's not being used and determine if it can be shredded and recycled. Your mover should provide disposal instructions for computer disks, magnetic tape and other media. Most disposable items can now be recycled.

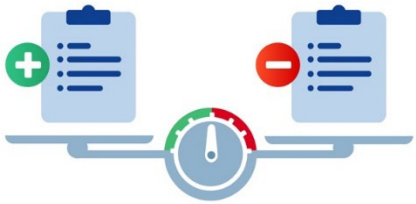
Sample Staff Memo:

Re: File cleanup and document purge

Please review your papers/files and see what can be eliminated and/or condensed. Bins have been provided for the elimination of unessential documents. All bin contents will be shredded and a machine will extract metal objects like paperclips and binder clips. Please do not put any other items in the purge bins such as pizza boxes, building materials, electronics, or garbage.

Tips for Choosing an Office Mover

Who you choose as your mover will determine how smooth your move will go and whether or not you have any avoidable disruptions to your company's operations. The below tips could help you make a better decision:



Office moving experience: Office moving skills are different from residential moving. For example, moving technology, equipment and servers, workstation assembly and disassembly, art and A/V mounting is specific to an office move. The movers should also be adept at handling large furniture, delicate equipment, complex workstations and any special directives by your management team. An experienced office mover knows to expect the unexpected and will respond to unforeseen issues professionally.

Client testimonials: Get references from the mover's previous clients to get an account of their experience. Explore online reviews and ratings.

Get the information that is most important to you: When meeting with prospective movers, discuss the process from start to finish. Does the mover have a plan and process that is tailored to your specific requirements? Gauge how the company would address them and if their solutions align with your goals.

Insurance/valuation coverage: Insurance or valuation coverage will ensure the safety of your items and your building during the move. Find out the mover's amount of insurance coverage in case of any damage. Many building owners require movers to carry a specific level of insurance coverage, so be sure your mover can provide proof of the appropriate coverage.

Obtain several quotes: Be certain of what is included in the price quote and find out about the cost of any additional services you might need. The key to fair pricing is transparency. Be wary of deciding on a mover based on price alone. Pay attention to the comparative estimated manhours of the quotes you receive. Some moving companies will give low initial quotes in order to win a bid and then increase the price of the move with excess "change orders" on moving day.

Bid Comparison Checklist

$ Cost:

- ☐ Compare bottom line costs, beware of especially low quotes.
- ☐ Does the bid require firm-fixed pricing or an hourly estimate?
- ☐ Consider how additional move time, due to unforeseen/uncontrollable events, or additional client-initiated requests, will be billed. Is additional time billed on a time and materials basis or as a percentage of the total job?
- ☐ Costs should be broken down for clarity including any packing, installation, materials, etc.
- ☐ Understand deposit and payment terms of each quote.

Scheduling:

- ☐ Ensure your move date, time and number of trucks and movers can be accommodated.
- ☐ Are there any cancellation/rescheduling fees for last-minute changes to your agreed-upon move date?

Qualifications:

- ☐ Consider relevant credentials and training specifically designed for office moving; residential moving is a very different skillset. Office moving requires zero disruption to your business, specialty tools/vehicles/equipment, and the implementation of strict procedures for handling IT needs.
- ☐ Obtain a list of recent and relevant references. Call these references, it is worth your time.
- ☐ Compare COI of each company to ensure sufficient insurance coverage as required by your building landlord.
- ☐ Will a move supervisor be on site throughout the entire move? This will be your go-to for any needs and communication day of the move.

Additional Services:

- ☐ Does the mover offer any other services your relocation may need? E-cycling, environmentally responsible disposal, packing, unpacking, installation, PC and IT equipment specialities.
- ☐ Will the mover be available for pre-planning and pre-move meetings and assistance? If so, is there an additional cost?

Customer Bill of Rights

What you should expect from your office moving company:

- A list of the management, supervisors and support staff assigned to the project.
- The capability to disassemble then reassemble any case goods (furniture used for storage such as cabinets, drawers, shelves), if needed.
- Providing facilities protection (corner protectors, Polynite, etc.) including installation and removal of all protective materials required by the building owners and management.
- Providing labor and on-site supervision, as well as equipment, supplies and materials necessary to complete the move.
- Removing and transporting all property on time.
- Warranty in writing that movers are in compliance with all applicable federal, state and local government laws, ordinances and regulations, and has all necessary licenses/bonds.
- Providing you proof of appropriate Certificates of Insurance and Workers Compensation documents for building management.

Draft Agenda for Move Coordinators

1. Meet with firm management to discuss the scope of the relocation and its impact on the organization.

2. Description of moving activities.
    a. Number of personnel to be assigned and their duties and responsibilities.
    b. Move coordinator(s) identified and responsibilities.
    c. Describe moving equipment to be used.

3. Explain the labeling color-code and number system of the furniture layouts.
    a. Labeling and coding.
    b. Individual room diagrams.
    c. Directional placards for new location.
    d. Check that labels are not defaced, removed, or switched during relocation.

4. Packing and unpacking.
    a. Take stock of items to be packed.
    b. Check on delivery of packing materials to work areas.
    c. Assign responsibility for unpacking and removal of used packing material.

5. Inventory building protection materials to be used.

6. Responsibilities of each division/department move coordinator prior and post relocation.

7. Mover Project Manager will monitor all changes related to equipment, personnel, etc., and report these immediately to the move committee.

8. Mover Project Manager to be present at all times of relocation.

9. Mover Project Manager to ensure no changes are made to furniture layouts during the course of relocation without authorization.

10. Establish communication lines between the moving staff and the client's move team.

Decommissioning Your Office Space

Moving out of your office space means you'll be expected to decommission the space prior to handing it over to your landlord. What exactly does this mean? In general, there are several steps to ensure a smooth transition and to leave the space in good condition.

1. **Notify Landlord or Building Management:** Inform your landlord or building management and inquire about specific decommission and move-out procedures.

2. **Review Lease Agreement:** Ensure all contractual move-out requirements are noted and planned for.

3. **Cancel Utilities and Services:** Contact utility providers (electricity, water, internet, etc.) to cancel services or transfer them to the new location. Also, cancel subscriptions for services like cleaning, security, waste disposal, etc.

4. **Dispose of Excess Items:** Declutter the office by disposing of or recycling unnecessary items such as old equipment, furniture, documents, and supplies. Consider donating usable items to charity. See below for more information.

5. **Cable Abatement:** Remove unused or abandoned cables.

6. **Clean the Space:** Thoroughly clean the office space, including floors, walls, windows and common areas. Space must be left in broom swept conditions with all trash removed.

7. **Repair Damages:** Assess the condition of the office space and make any necessary repairs, such as patching holes in the walls, replacing damaged ceiling tiles, fixing broken fixtures, or repainting walls.

8. **Arrange for Final Inspection**: Coordinate a final inspection with your landlord or building management to ensure that the space meets their requirements for move-out.

9. **Return Keys and Access Cards:** Return all keys, access cards, and other access devices to the landlord or building management.

Dealing with Excess Items:

Gone are the days of moving all your office furniture and equipment to a new location. Almost every office move nowadays involves dealing with excess items at a sometimes freightening level. Whether your firm is rightsizing or downsizing your current footprint, space efficiency has become a high prority across industries. Large, bulky built-in furniture has been replaced with modern sit-stand desks, shared workstations and collaborative spaces.

Although environmentally responsible and sustainable practices are always our main goal, below you will find a full list of options for dealing with your excess furniture and equipment.

1. **Needs Assessment:**
    a) Before the first box is packed, conduct a thorough needs assessment. Consider the physical design of your new office and the requirements of your operational and workforce needs.
    b) Ask yourself:
        - **Space Planning:** How will you reconfigure your new space to promote productivity and collaboration?
        - **Space Utilization and Ergonomics:** Ensure your team effectively uses the new space. Set up furniture and office stations ergonomically to ensure a comfortable and efficient work environment for employees.
2. **Excess Furniture and Equipment:**
    a) **Inventory:** Create an accurate inventory of all furniture and equipment. This ensures all assets are accounted for and facilitates efficient unpacking and setup in the new location. Include relevant departments, such as IT and records, when assessing the needs of your new office space such as disposing/recycling of unwanted equipment and files.
    b) Disposal Options:
        - **Employee donations:** Consider offering unwanted furniture and equipment to employees for their "work from home" office set up. This can be coordinated with your moving company to move select items to their residences or employees can be responsible for moving the items themselves.
        - **Donations:** Consider donating excess furniture and equipment to local charities or nonprofit organizations. Think of charities and non-profits you've contributed to in the past as well as churches, educational institutions, and local shelters. There are also many options for overseas donations.
        - **Liquidation/Resale:** In some cases, your excess furniture may hold resale value. Most office moving and liquidation companies are familiar with the process and can help you find what, if anything, can be liquidated.

- **Recycling:** IT equipment, electronics and metal can all be recycled relatively easily through local depots.
- **Zero landfill options:** If your firm prioritizes a fully green approach for excess items, there are zero landfill options that involve converting waste to energy using special technology and processes or donating items overseas (see above under donations).

Donation Sites to Consider:

DonorsChoose.org
Support a classroom. Build a future.

Habitat for Humanity® of Washington, D.C.

GREENSTANDARDS

The Salvation Army Doing The Most Good®

The National Center for Children and Families
Stronger Spirit. Stronger Community.

Goodwill Greater Washington
Transforming Lives and Communities

Using E-Crates

Instead of using and disposing of cardboard boxes, ask your mover about renting E-crates. E-crates are the eco-friendly and simple alternative to traditional cardboard moving cartons. These plastic crates come with their own dollies to facilitate the "pack, stack and roll" method of packing. E-crates need no heavy lifting, are crush-proof and arrive in stacks for easy handling.

Instructions for packing with e-crates:

1. Load crate on a dolly while allowing the lid enough space to close. Do not overfill. Fragile items should still be wrapped to remain secure. Stack four (4) crates per dolly.
2. Ensure that labels are prominent, indicate the corresponding floor plan and are all facing the same way.
3. Use color coded labels for each floor or department.
4. During packing, label all items that will be going to storage or disposal.

Moving Labels

Everything MUST have a label. Use color coded labels (provided by your mover) for each department/floor.

- ☐ Use the **FLOOR** field to enter the **new floor # at destination.**
- ☐ Use the **ROOM** field to enter your **new** room number or work station number.
- ☐ Use the **PIECE** field for notes. Mark crates/boxes 1 of 10, 2 of 10, etc., or enter your name or other relevant information.
- ☐ Mark **fragile** items and the movers will wrap them separately.
- ☐ Place smaller or loose items in envelopes or baggies before placing them in the moving crate.
- ☐ Sentimental and personal items should be moved by you.
- ☐ Pack most frequently used items last and mark crate **"open first"**.

Packing and Moving Guide A-Z

Packing must be completed prior to the move. If packing assistance is needed, contact your mover. The following is a list of the most common items moved.

Antiques and/or Fragile Items

Special care items should be identified prior to the move and brought to the attention of the mover. This will allow for proper packaging and handling procedures for these items. Full replacement valuation is available based on your move requirements; to be discussed with your mover.

Appliances

Please unplug, (except refrigerators) and clean. For appliances that have water or electric lines, please arrange for proper disconnection prior to the move.

Bins (Shred)

Your mover should provide locked bins for the consolidation and/or purging of papers and documents. Paper clips, staples and binder clips do not need to be removed as metal is extracted prior to recycling. On-site shredding services for sensitive documents can be provided as well as a Certificate of Destruction.

Bookcases

All contents should be removed and packed. After clearing shelves, remove and tape them together. Remove all shelf pegs, pack in plastic bag and tape to the inside of the bookcase.

Bulletin and Dry Erase Boards

If secured to the wall, label each piece on the front. If not secured to the wall, lean items against the wall and out of the main walking path. Be sure to remove items from bulletin boards.

Computer Crates

Computer crates are polystyrene bins specially designed to allow a complete desktop to be packed and moved in one secure container.

Computer Accessories

Ensure all components have been disconnected. Small items such as cords, mice and keyboards should be packed in the provided keyboard bags or cartons.

Copiers

Copiers often require special servicing from the contracted maintenance vendor prior to moving or the warranty may be voided. If your mover is to move your copier(s), disconnect the sorter bins and remove toner or ink cartridges. Check with your copier vendor to ensure all appropriate protective steps have been taken. Your mover cannot be held responsible for damage or repairs if the aforementioned criteria are not met.

Desks

To prevent loss or damage, empty desk contents. Small items can be placed in baggies or envelopes prior to packing and the desktop must be clear of all items.

Files

Individual Employee Files

Encourage your employees to purge their individual file folders with the thought of eliminating and recycling as much as possible.

Files, Confidential or Secure

All cabinets should be locked prior to and during the move. If files are to be purged prior to your move, your mover representative can set up locked bins for documents and files to be shredded. For highly confidential documents and files, shredding can be arranged on-site and a certificate of destruction will be provided.

Files, Records Retention

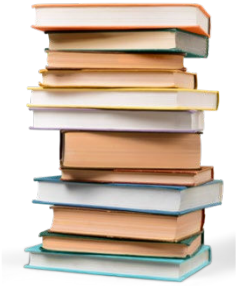
Before the move, transfer records with predetermined retention periods to a storage center. Transferring records before the move eliminates unnecessary moving expenses.

Filing Cabinets

Some file cabinets can be left full or partially full – see your moving representative for more information. Pack the cabinet keys in a safe place.

Laptop Computers

Typically, movers will not move laptop computers without prior special arrangement. In most instances, laptop computers should be taken home prior to the move or locked in secure moving crates. Pack loose wires/cables into a box and mark it to make it easier to find when unpacking.



Libraries

If you have a library, ask your mover about specially designed equipment for moving books, rare books and oversized items, tapes, film and other precious artifacts.

Miscellaneous Items

If an item does not fit in a crate or box, label it and leave it. For example:

- Furniture
- Trash cans
- Tecycling bins
- Common area bins

PCs

Do not pack personal computers. Leave the machine on top of the desk or stand. Back up or power down your machine. Place a label on monitors, CPU towers and docking stations. Small items, cords, mice and keyboards should be packed in the provided zip-sealed bags, cartons or computer crates. Mover PC Technicians should handle the de- and reinstallation of computer equipment.

Personal Items

Movers are not responsible for the transportation or delivery of personal effects whether packed or unpacked. It is **strongly** recommended that staff take home items with sentimental value or personal items such as pictures, small electronic devices and knick-knacks prior to the relocation.

Pictures

It is best to take home pictures and framed items and bring them back after the move is completed. If you feel comfortable leaving them, remove from wall and wrap them. Apply label AFTER wrapping them. Leave them in office or work area on a work surface or leaning against the wall out of the walking path.

Plants (living or artificial)

Do not water plants several days prior to the move. It is recommended that employees move their own plants. Your mover may move plants but cannot be responsible if there is in-transit damage.

Refrigerators

Remove all contents and defrost and clean the appliance. Leave the unit on and plugged in to prevent odors or mildewing during the relocation. If there is a water line or ice maker in the unit, please arrange to have a plumber disconnect prior to the move. It is your responsibility to plug the unit(s) back in at the new location.

Server Rooms

Movers will work directly with your IT team to pack and transport your data centers and servers.

DIY Packing

Should you choose to pack your items yourself, there are several important points you should know. Items that are Packed by Owner (PBO) are not covered by the valuation coverage set by your mover. When you PBO, your company will assume total liability for all items packed by employees prior to or during the move. Hiring a professional office mover, trained in wrapping and packing your items safely, is the best way to ensure no damage occurs during transit.

It's also important to consider safety issues related to having your staff pack heavy or bulky items.

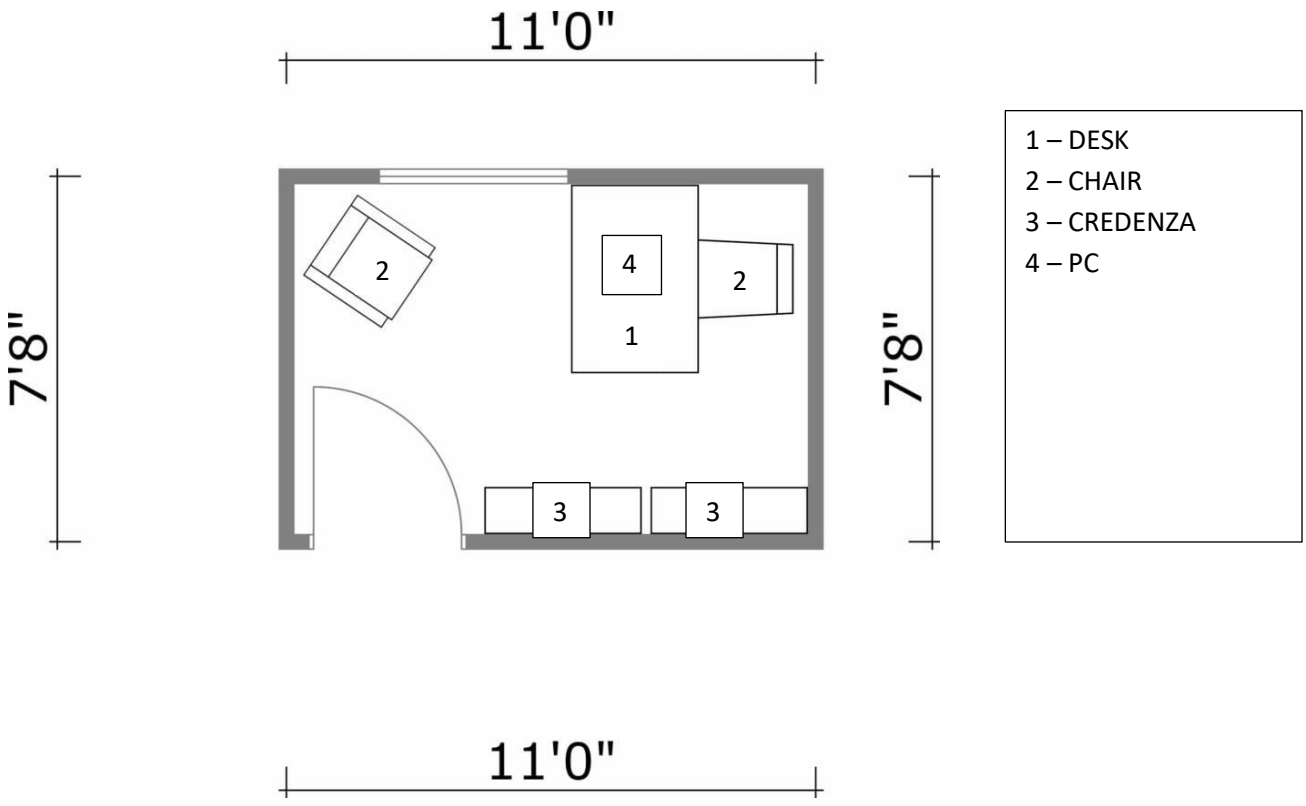
Use common sense when packing your office items. Chemicals or items with the potential to leak should not be packed in boxes or crates. Files and libraries should be packed and labeled to ease the unpacking in correct order.

Labeling your items is imperative, and clear instructions and labeling directions should be distributed to all staff. Labels need to include the new **floor, room number, # of pieces. Clearly mark any fragile items.** For more thorough packing guidance, refer to our Moving Label and Label Placement sections.

Furniture Placement in New Office

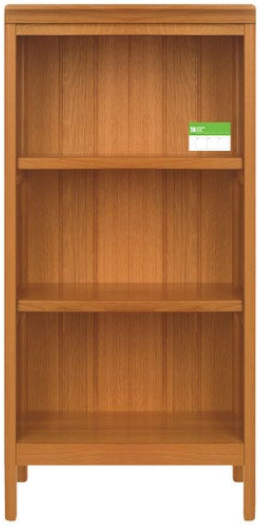
As shown below, provide a sketch of PC and furniture arrangement in your new office.

- Keep in mind placement of power receptacles, phone lines, and data ports for placing furniture.
- Identify each item.
- Include the location of any doors or windows, **and place the door at the bottom of the drawing**.



Label Placement

The following examples show various pieces of furniture and equipment and the proper placement of labels. Uniform marking will assist the movers in locating the furniture and equipment in the new office. Your Project Manager can help you design an efficient system for labeling. Each piece being moved must be labeled, including trash cans and floor mats, lamp shades and bases. Label glass tops and blotters separately and leave them on the desks.



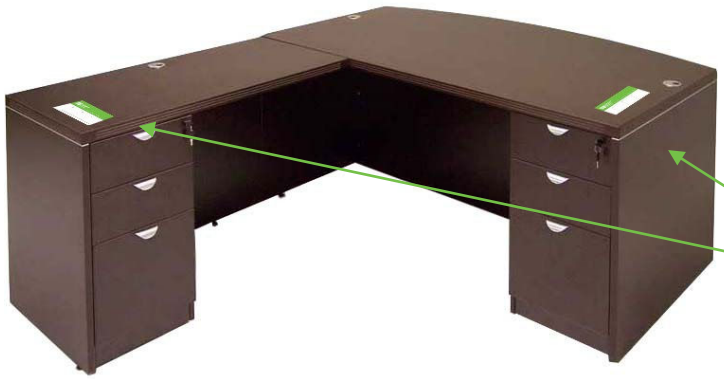
Bookcase – label inside and remove shelves. Tape shelves togethers and label separately. Pack shelf pins in envelope and tape to inside of bookcase.

Chairs – label on non-fabric portion, such as arm or the column just underneath the seat

Tall file cabinets – label on front

Short file cabinets or supply cabinets – label on top

Pictures – leave on the wall, label the front (glass only)



Desks, returns & credenzas – label each piece in a visible location.

Computers & PCs – label each component (placing label on back or base of monitor) and place all small parts in keyboard bags and label bag.

Note: Many items consist of several pieces, such as lamps, computers, shelving sections, etc., and each piece needs to be labeled.

Please Remember:

- **Each and every item to be moved MUST be labeled.**
- Take with you any property that could easily be misplaced and ensure that all items to be moved are properly labeled.
- Certain furniture and equipment may need dismantling for moving (such as modular desks or conference tables). Be sure to label each piece with the same information.

Moving Day

Your move has been thoroughly planned, and your company is in good hands. Here are some things to remember when moving day arrives:

Constant Communication

Maintaining communication with all key participants during the move is essential. Mover, staff and Project Managers should be accessible 24/7/365 to address any issues that may arise.

Additional Services Needed During the Move

There may be additional services required or changes that need to be made that were not addressed ahead of time. Please discuss changes to the scope of your project with your Move Supervisor or Project Manager and a change order will be generated for your approval.

Post-Move Activities

Post Move Follow-Up

Your mover should conduct a post-move analysis to confirm that your move is a success. This is an essential part of completing your relocation. The goal is to have you back up and operating within the shortest possible time.

Crate Pick-Ups

E-crates are rented for a period determined by you and your Account Manager. If you find that you need additional time to have the crates, contact your Account Manager.

Furniture Removal and Disposal

For any leftover furniture removal or disposal needs, there are various options. You could store it, coordinate the sale of excess inventory with a liquidation company, or remove and transport it to a recycling center or landfill.

Leaving Your Space Occupant Ready

Movers should leave the space in “broom-swept” condition. If the removal of white boards, pictures or flat screens have left anchors or mars on the wall, your movers should be able to restore it.

Misplaced or Damaged Items

Report any missing items immediately. These items are generally discovered within a short time due to incorrect labeling. Missing or Damage Claims should be presented in writing to your mover rep within five (5) working days after the move is completed.

What Else Should Your Mover Do For You?

Archive Management

Your mover should provide tailored, efficient solutions that safeguard and manage your information assets while meeting all regulatory and compliance requirements. Your document and data storage should ensure 24/7 accessibility with fast retrieval and delivery options. Beware of vendors who require long-term contracts and excessive exit fees.

Information and Document Destruction

Office shredding services provide a solution for securely destroying and recycling confidential information, including electronic media such as tapes, disks or hard drives. Your mover should be able to recycle PCs and other electronics in an environmentally friendly manner and provide you with a Certificate of Destruction.

Fine Art Moving

Moving art can range from arranging transportation for an exhibit to relocating an entire collection. Look for a mover who can provide certified art movers, custom packing and secure transportation for priceless artwork, artifacts and historic items.

Furniture Installation and Reconfiguration

If you need installation, disassembly, or reconfiguration post-move, your mover should provide factory-certified professionals to follow your design layouts for any systems furniture and be able to handle FF&E projects.

Medical & Healthcare Relocation

The relocation of lab & medical equipment requires strict protocols and procedures. It's important to hire a mover that understands the unique challenges of moving within active healthcare environments and has experience handling fragile and expensive equipment.

Tech Services

Your mover's IT specialists can work independently or in conjunction with your IT department to handle desktop and/or server room migrations. Your equipment will be disconnected and prepared for safe transport, then reconnected at the new site with minimal downtime.

Warehouse and Inventory Services

Your mover's warehouse should be able to handle any long or short-term storage of records, furniture and anything else. Bar-coding of inventory should allow you to have full access and transparency to your items in storage 24/7.

Frequently Asked Questions

Q: How can I keep costs down during my move?
A: The best way to keep costs down during your move is to be as prepared as possible for moving day, which will eliminate any extra time by your moving team. If you are packing items yourself, make sure they are properly labeled and ready to go when the movers arrive.

Q: Is valuation or "moving insurance" necessary?
A: Despite precautions, unexpected damage can occur. Standard movers' valuation coverage should be available for IT equipment. Make sure any artwork or other high-value items are covered separately.

Q: Can you store our new furniture until the new office is ready?
A: Your mover should offer storage for your office inventory prior to the move and deliver your furniture to the new space when it's ready.

Q: What if our move date changes?
A: Your mover should do their best to accommodate the unexpected. Contact your move coordinator as soon as you can if your move date(s) has changed.

Q: Are your moving crews trained in what I need to move?
A: Business movers are trained to ensure they know how to properly pack, load and move everything from desks, filing cabinets, IT equipment, workstations and modular furniture. Check to see if your mover is certified with **International Office Moving Institute (IOMI)** training standards to assure a first-class relocation experience.

Q: Can you move our library or special artifact collection?
A: Professional office movers will have an efficient and safe process to move your collection of books, paintings, sculptures, and museum memorabilia.

Q: Are there any items you cannot move?
A: Typically, movers will not move any hazardous or combustible items such a propane tanks, firearms, paints and aerosols as the temperature in the truck could cause items to ignite.

Still Have Questions?

Contact us with questions or to schedule a move walkthrough.

HMSmovers.com
Email: info@hmsmovers.com
Phone: (410) 825-3344