

data equipment relocation, furniture management, employee assistance (pre-move consultation, training, and post-move orientation to new space) and the screening, hiring, and overseeing of vendors who actually implement the physical move.

By retaining a relocation specialist, a facility manager is assured that all aspects of the move process are adequately addressed and that the physical move will occur in a safe, efficient, and cost-effective manner. This is especially important in situations where the facilities staff is not able to devote the appropriate time and effort to overseeing all the aspects of a move. A relocation specialist will be concerned with all the major components of the client's relocation impacting both scheduling and costs of each move project. These components include:

1. Lease termination
2. Key business periods
3. Security issues
4. Communication requirements
5. Specialty equipment
6. Food service needs
7. Records storage
8. New and/or reused furniture
9. Construction schedule
10. Building logistics

Although many companies are able to provide these services in-house, it has become increasingly common for a facility manager to subcontract this service. Denise Wesen, manager of plan design and project management for the St. Paul Companies, explains: "We want to keep our internal workforce stable. Since work comes in cycles, we want our staff to be consistently busy. Outsourced consultants fill in for us during the busy periods, enabling us to reserve the lulls exclusively for our internal staff." She believes that relocation services is one of the services under her umbrella that she can outsource effectively, to the right service provider.

RELOCATION CONSULTING CHECKLIST

The following is a comprehensive list of services available for (CLIENT) to comprise a customized Relocation Services package.

PROJECT START DATE	PROPOSED MOVE DATE	PROPOSED COMPLETION DATE
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PRE-MOVE COORDINATION

- Project Initiation Meeting
- Prepare & Maintain Master Project Schedule
- Project Meetings
- Programming
- Client Meetings
- Meeting Minutes
- Space Planning Develop Review
- Progress Reports
- Tagging Existing Furniture
- Tagging Equipment
- Site Visits
- Mover Walk Through
- Prepare Move List
- Color Coded Move Plans
- Temporary Signage
- Room Number Floor Plan
- Arrangement for Box Delivery
- Coordinate with Tel/Data
- Coordinate with General Contractor
- Interim Moves
- Other:

FURNITURE COORDINATION

- Inventory Existing Furniture
- Determine Furniture for Re-Use
- Verify New Furniture Counts
- Furniture Selection
- Furniture Specification
- Track New Furniture Orders
- Schedule Installation
- Schedule Elevators & Loading Docks
- Punchlist New Furniture
- Arrange for Existing Furniture Touch Up
- Arrange for the Liquidation of Existing Furniture
- Other:

VENDOR COORDINATION

- Prepare RFP's for Vendors
- Copy Machines
- Plants
- Artwork
- Vending Machines
- Coffee & Supplies
- Paper Supplies
- Cleaning
- Movers
- Signage
- Stationary/Change of Address
- Other Equipment:
- Other:

EMPLOYEE PREPARATION

- Write and Distribute Move Guidelines
- Pre-Move Meetings with Entire Staff
- Pre-Move Meetings with Client Representatives
- Move "Event" Planning
- Other:

MOVE COORDINATION

- Supervise Moves from "To" Locations
- Supervise Moves from "From" Locations
- Verify Receipt of All Items
- Interim Moves, Existing Site
- Other:

POST-OCCUPANCY EVALUATION

- Coordinate the Removal of All Boxes
- Punchlist Move
- Post Occupancy Adjustments
- Furniture & Ergonomic Evaluation
- Wrap Up Meeting by Phase
- Wrap Up Meeting Upon Final Completion
- Project Closeout
- Other:

OTHER

- Phased Move(s)
- Professional Staff Services On-Site

FIGURE 19-1