

Professional Moving Tips For Offices



Pacific
Move Management



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Office
Making¹ Moving Easy Since 1978



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Moving can be a stressful experience for both staff and management. We have compiled this Tip Sheet to help you prepare for your move.

If you have any questions about what you've read or would like a free, no obligation quote, call us at 604.879.6861 or visit us on the web at a1pacific.ca.

Choosing a Professional Moving Company







- Make sure the company and its employees are insured. Ask for proof if you have any doubts.
- Ask about which services the company can provide for you. Do they use their own equipment and staff, or do they subcontract the work?
- Get estimates and all other assurances in writing, including delivery date and services rendered. Ask if the quote is firm or hourly and if there are any additional fees you could incur.
- Will you require storage facilities? Can the moving company provide these?
- Will the company provide a move coordinator to assist you throughout the process?
- For office moves greater than 10 people, ensure a representative from the moving company visits to inspect the equipment and furniture to provide an accurate quote.
- Is the company in good standings with the Better Business Bureau?

Getting Started



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These 6 simple suggestions will make your move less painful and save you time and money:

-  **Call the Phone Company:** Before setting a move date, contact your telecommunications suppliers. Ensure everything will be operational for the day of, or after, your move.
-  **Talk to your Property Manager:** Ask about your building's moving guidelines and restrictions for moving. Book elevators and your move times, parking, and attain all permits.
-  **Label, Label, Label:** Ensure all boxes and equipment are properly labeled indicating which office will be it's final destination. Post a floor plan for the new office indicating which work space is which.
-  **Photocopiers and High Value Art** – Make sure your mover is licensed and insured to move any items that are delicate, of high value or heavy!
-  **Simplify** - Moving is the ideal time to clear out things you no longer need. Old files, unused equipment and furniture can either be disposed of or donated.
-  **Book Early** - Depending on the size and distance of your move, it would be wise to book with a reputable moving company at least 3 weeks in advance.



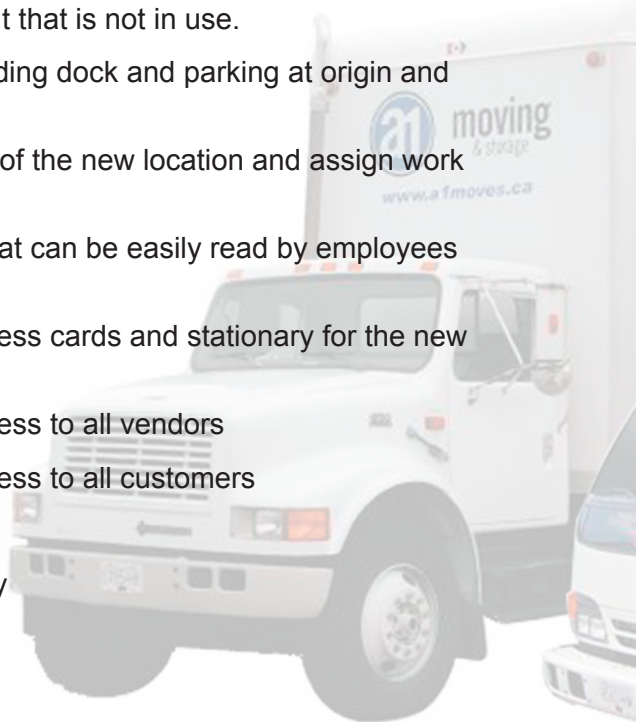


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MONTHS PRIOR TO THE MOVE

- Notify Telecommunications suppliers and confirm connection dates
- Choose the move day
- Hire a reputable moving company. Check with your local Better Business Bureau
- Hire commercial cleaning service (Request Free Quotes)
- Assess moving supply needs and place the order. (Check supply sheet on reverse)
- Sort and discard unwanted items. Use the dumpster liberally.
- Begin packing non-essential items such as old files, empty offices and equipment that is not in use.
- Confirm elevator, loading dock and parking at origin and destination.
- Decide on the layout of the new location and assign work stations.
- Create a floor plan that can be easily read by employees and movers
- Order signage, business cards and stationary for the new location
- Send change of address to all vendors
- Send change of address to all customers
- Update your web site
- Notify alarm company



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WEEKS PRIOR TO THE MOVE

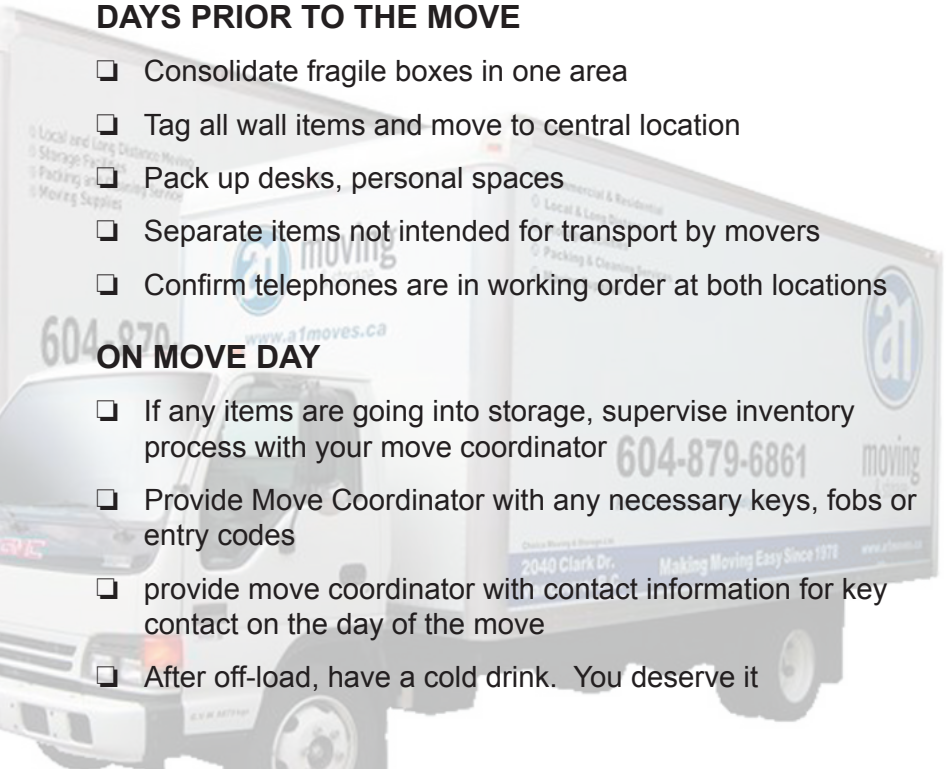
- Notify electric, gas and water companies.
- Confirm date and time with moving company
- Provide moving company with contact information for both locations
- Begin packing, clearly labeling boxes with name and room destination.
- Call Photocopier company (if leased) and ask about moving procedures. Are the movers permitted to move it?
- Complete high-value inventory form and choose appropriate insurance option

DAYS PRIOR TO THE MOVE

- Consolidate fragile boxes in one area
- Tag all wall items and move to central location
- Pack up desks, personal spaces
- Separate items not intended for transport by movers
- Confirm telephones are in working order at both locations

ON MOVE DAY

- If any items are going into storage, supervise inventory process with your move coordinator
- Provide Move Coordinator with any necessary keys, fobs or entry codes
- provide move coordinator with contact information for key contact on the day of the move
- After off-load, have a cold drink. You deserve it





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Supplies

The right supplies will dramatically reduce the amount of wear and tear placed on your office equipment and supplies during a move. It will also expedite the moving process, ultimately saving you time and money.

Small Boxes (18"x15"x12 1/2")

Generally 2 boxes would be needed for personal effects for any given workstation (desk drawers). Small Boxes are perfect for packing small heavy items such as books, CDs, video cassettes, etc.

Medium Boxes (18"x18"x21")

Great for larger, bulkier items such as small printers, binding machines, etc.

Large Boxes (20"x20"x26")

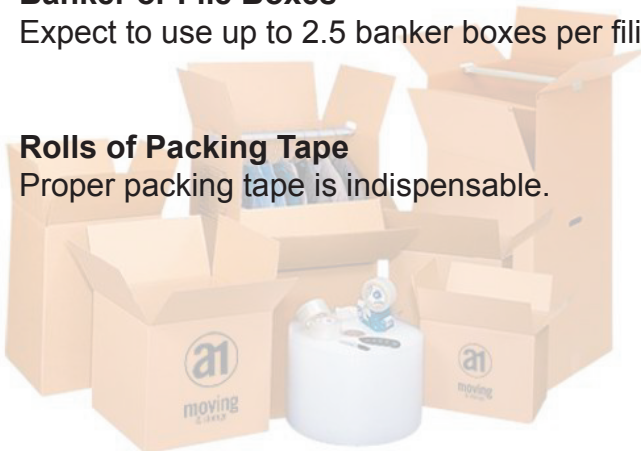
These boxes are perfect for large lightweight items.

Banker or File Boxes

Expect to use up to 2.5 banker boxes per filing cabinet row.

Rolls of Packing Tape

Proper packing tape is indispensable.



Moving Supply Checklist



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	Count	File Boxes	Small Boxes	Medium Boxes	Large Boxes
Filing Cabinets					
2 Drawer Vertical					
3 Drawer Vertical					
4 Drawer Vertical					
2 Drawer Horizontal					
3 Drawer Horizontal					
4 Drawer Horizontal					
Desks					
Chairs					
Computers					
Printers					
Photocopiers					
Boardroom Tables					
Fridge					

Supplies:	Total Required
Banker/File Boxes	
Small Boxes	
Medium Boxes	
Large Boxes	
Picture Boxes	
Packing Tape (Rolls)	



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