



Let our Office Moving Guide help you quickly and easily plan and execute the move.

The lease is signed. Your office is moving. And you're responsible to make it happen.

An office move involves major purchasing decisions, weeks or months of scheduling and complex interdependencies with multiple teams and projects. How will you ensure a successful move with a minimum of disruption to your business and employees?

This guide encourages you to consider critical factors when moving to a new office space and adapt these ideas to meet your specific needs.

□ *Start with planning*>> □ *Create a budget*>> □ *Estimate your timeline*>> □ *It's time to move!*

Start with planning. Many people focus their attention on the physical move without giving adequate attention to the planning, but proper preparation can make or break a move.

Why are you moving? Outgrown your current space? Want to be in a specific geographic location? Looking to downsize and move into a more cost-efficient space? Whatever your motivation, having a clear picture of your end goal helps you stay on track, measure the final outcome, and communicate ROI results to your management.

A needs analysis helps you determine scope. Review or determine:

Workspace needs: reception, closed offices, cubicles, conference and training rooms, informal collaborative space and common areas like kitchens

Work activities of employees: administrative, clerical or data entry, technical, professional or design, management and executives

Number of offices, workstations and employees involved, including projected growth

Definitions of 'typical' offices or workstations to minimize customization

Data, communication, collaboration, technology, and privacy needs

Floor plans and square footage of current and future space



An office move is an integrated team effort. Besides project management, your internal team should include representation from facilities, finance, IT/technology, and end users. Align with key external resources as needed:

- Building management
- Architect
- Real estate consultants
- Furniture manufacturer and local dealer
- Movers and various trade contractors
- Voice equipment and services, data and network cabling
- Audiovisual and presentation products
- Artwork and signage
- Lighting

While you're in the planning stage, you'll likely consider the costs and benefits of new furniture versus recycled. Your furniture decision can have an impact upon your image, profitability, and employee productivity. While there is an initial outlay of capital with new furniture, the return on investment is often substantial and the payback may include attracting new clients and improving employee morale.

Get started on the right track by using Maxon's online assessment and planning tools to select appropriate furniture and visualize color schemes.

Create a budget. Budgets can vary dramatically, with many details driven by goals and organizational priorities. Include the cost of your internal team and the expense of key external resources as mentioned above.

Furniture costs also vary depending on materials used and features selected such as filing options, chairs, wall dividers, privacy doors, and more. For example:

- A telemarketer workstation costs around \$700 per station
- General office workstations start around \$1,000 per station
- An accountant's workspace starts around \$1,500 per workstation

Maxon's online Office Furniture Calculator can help you quickly estimate the costs of furniture you're considering, including installation costs and financing options.

Consider building in a 10% contingency for possible delays and unforeseen costs. For instance, gratuities may be appropriate at the end of a successful move. Also, know the speed of your internal processes for funding and approvals.

Work with a local dealer. If you don't have the time to manage the move project yourself, a dealer can provide experienced project management, design and space planning support, and installation coordination. Maxon's online Find a Dealer tool can help you find a reputable, qualified local dealer.

Estimate your timeline. Your move timeline is driven by goals and project priorities.

Timeline tips:

- Sync your calendar with other internal projects so there's no conflict with organizational priorities
- Schedule your transition on a Friday or weekend to minimize disruptions and loss of productivity
- Build in time contingencies for processes that might present a risk
- Know your internal processes and whether or not they could cause unforeseen delays

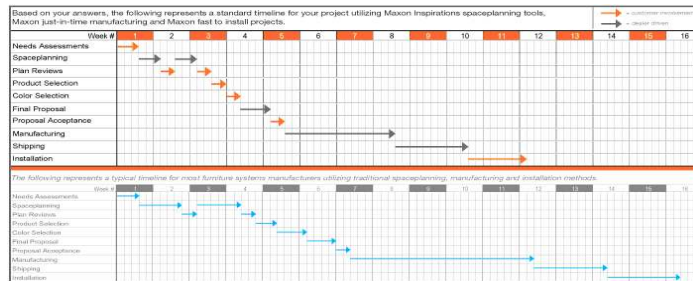
Once you've determined needs, you'll likely go through an RFP process and evaluate proposals. After selecting a proposal and moving forward with a dealer partner or moving company, you can finalize your schedule and implementation plan.



Develop checklists for each phase of your timeline. The following schedule gives you an idea of activities included in each phase:

- 6 months before moving >> work with a dealer/designer, negotiate furniture, set system parameters
- 3 months before moving >> start build-out, order furniture, stationery, schedule IT/systems, choose vendors
- 1 month before moving >> site inspections, communications/notifications, confirm details/plan,
- 2-4 weeks before moving >> coordinate furniture, cabling, systems installation, schedule critical dates
- 1 week before moving >> finalize construction, mail and move notifications, system backups
- 1 day before moving >> walk-through, product inventory, communications, vendor coordination
- 2 days after moving >> punchlist, inventory and asset barcoding, change orders

Maxon's online Timeline Tool can help you determine the time needed to select, order, move and install your office systems. A proposed timeline blocks out time for your needs assessment, workspace planning, plan reviews, product and color selection, proposals, manufacturing, shipping and installation.



It's time to move! You've done your homework, asked and answered the right questions—now it's time to move.

Your local dealer or moving partner will assist you with moving checklists and reminders. Double check your plans for pre-installation, delivery and installation, including:

- Reserve freight storage, elevators, docks
- Verify building regulations and access routes
- Plan staging areas
- Coordinate with IT, voice, data, electrical, etc.
- Verify product against shipping and order documents
- Coordinate trade vendors activities
- Check for compliance to schedule and plans
- Monitor installation for quality control
- Manage change control processes

Plan for the disposal of old furniture and trash, keeping in mind environmental health and safety of employees and vendors. Ensure that you've planned for building issues including signage, building access, keys, and parking, as well as shift in mail and telecommunications services.

Throughout your move project, employee and vendor communications are of vital importance. Start early and communicate often. Particularly with employees, set expectations appropriately and give clear, concise instructions about packing, labeling, and moving.

Take guesswork out of your next office move. Work with a MAXON expert to ensure your next office move is flawless. We'll guide you through the complex planning process and provide in-depth expertise to ensure your move is successful. Call 1-800-289-1274 ext 4199, or visit us at www.maxonfurniture.com to learn more.

