

MOVING DAY: How To Ensure A Successful Relocation

When you decide to relocate or redesign your office, there are a lot of things to plan for and consider. Our professional [space planners and designers](#) can provide the expertise you need to select your new furniture, your color scheme, and design your office layout. The rest is up to you.

As the moving day approaches, here are some things to think about before your installation begins:

Office Furniture NOW! has project managers that can help make this transition as smooth as possible for your relocation.



Schedule: Our [project managers](#) can work with you to create a schedule that works for you and your staff. You'll need to designate the installation day(s), which day your employees need to clear the space before the installation begins, and your actual move in day.

Coordinate: Assigning roles among your staff is an efficient way to figure out among yourselves who will handle what, when, and how. But Office Furniture NOW!'s project managers can take on this role for you. Your PM will be your main point of contact throughout your move and [installation](#) – they'll work with building management, general contractors, electricians, etc. to ensure the schedule is being followed & the timeline is running smoothly.

Decommission: Offices that have been around for a long time can accumulate a surprising amount of stuff. A move is the ideal time to shed some of that old furniture that you may not want to move into your new space. You can either [liquidate](#) it with us, or trade it in.

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*Don't forget your IT department
and the key role technology plays
in getting your team up and run-
ning as soon as possible.*

Plan for productivity: During the move/installation, your employees may feel in limbo because they are transitioning out of the old space, but can't quite move into the new space yet. If you are moving over a weekend, this might not have such an impact. If not, be sure to designate ahead of time where you want your employees to continue working for the time being. Whether you



ask your employees to work remotely, visit clients on-site, or take time out of the office for training, you should plan it out and let them know well in advance.

Don't forget IT: To get things up and running smoothly once the furnishings are in place, there are many technical aspects regarding an office move that your IT department will have to attend to. For example, the new office space will have to be assessed to see if technical upgrades to the existing infrastructure will be required to replicate the set up of your company network and computer systems. Details regarding hardware, internet service plans, phone lines and more will have to be dealt with

Celebrate the move! Lastly, celebrate this move with your staff and clients! Share the occasion, not just the new address. This makes them feel connected to your success.

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