



**Professional  
Installers, Inc.**

Your FACILITY SERVICE COMPANY



# The Definitive Guide To Your Next Office Move



Moving your business can be a time of high stress, but it doesn't have to be. A well planned and organized office move breaks the process down into manageable phases, allowing for the excitement of the actual move to build for you and your employees.

Professional Installers, Inc. has developed this guide to help make your next office move a positive experience.

## PRIOR TO MOVE

- Disconnect and unplug computers and phones (CPU, monitors, keyboard, mouse and one end of all cables).
- Leave computer and monitor(s) labeled and on desk.
- Communicate phone relocation strategy to team. (e.g. will phones relocate/stay behind?)
- Box or crate anything that needs to be relocated. (e.g., office supplies, paper, etc.). If it is too large for a crate (e.g., file cabinet), add a move tag with person's name and "move to" location number.
- Have employees discard all trash from office/cubicle and general office area by the end of day prior to the move.
- Return any keys for office/cubicle to Property Manager/Facilities, if appropriate.

## PACKING - WORKSPACE

- Each individual employee should be responsible for clearing out, packing, labeling and unpacking boxes/crates, including all contents of file cabinets, etc.
- Clear all desk drawers. Items left in desk drawers are usually disposed of.
- Boxes/Crates should be used for files, supplies, desk contents, books, and other small miscellaneous items, except computer items.
- Move computer items to new location separately and reconnect via IT department.
- Place your keyboard, mouse, computer cords, and any small computer items in bag provided by moving company. Do not include any power strips or phones.
- Any large items (i.e. pictures, artwork, etc.) that do not fit in a crate, with the top closed, should be labeled and left in your office/work area. See labeling instructions below.
- Personal items should be responsibility of employees and taken home before the day of the move.
- Ensure all packing is complete prior to designated move date/time.

## PACKING - FILE CABINETS & BOOKSHELVES

- Pack all contents of drawers and shelves in boxes or and label as appropriate.
- If a key is available, lock the cabinet and tape the key to the cabinet.



## HEADS UP

If your office will be in a building with other businesses, be sure to coordinate your move with your building's management. You may need to reserve elevators and loading docks or grant movers special access to the building on moving day.

## PACKING - COMPUTER EQUIPMENT

- Laptops should be taken home.
- Place a move tag on each separate computer component and leave it on desk.
- Disconnect ONE end of each cable. With one end still connected to the back of the monitor, wrap monitor power and video cables around the base of the monitor. Wrap mouse and keyboard cables around themselves.
- Insert a move tag into a large bag (so it is visible for the movers and IT) and fill it with docking station and its power cable, keyboard, mouse, and smaller PC equipment.

## PACKING - HEADSETS

- If applicable, please pack headset, headset cables and power adapter.

## LABELING

- Employees should use provided move tags. Do not allow post-its or paper signs.
- MOVE TAGS: Every move tag should have last name, new location number (ex: D1202), and a piece count 1 of 10, 2 of 10, etc.
- BOXES/CRATES: Employees should tape the move tag and number each box as outlined above.



- LARGE COMPUTER ITEMS: Place a move tag on EVERY DEVICE to be moved. Leave the monitor, tower, desktop, printer, etc. on desk. These items should NOT be placed in a crate.
- KEYBOARD & MOUSE: Place these components together in the mover provided bag. Place a move tag on the outside of the bag.
- Leave the bag on desk for the movers. DO NOT put the bag in the box or crate. Typically, the IT Department will NOT go through crates to locate missing computer items.



## DON'T FORGET

Set up mail forwarding so you don't miss any important correspondence, and remember to update your address with the US Postal Service after you move—you can do this in person or at [USPS.com/move](http://USPS.com/move)

## MOVE DAY

- Establish a lead person to publish move progress. Include all internal move coordinators, vendors and stakeholders.
- Assign specific move coordinators to be on-site throughout the move and define specific responsibilities.
- Establish a lead person to walk each vacated area to identify left behind goods or problems proactively.
- Establish a lead person to walk each newly occupied area to validate goods are correctly staged and connected.
- Establish a standard process for handling employee issues (missing items, help needed, etc.)
- Consider having the furniture installer provide a small crew on-site for the first day or two of business in the new space for support (unpacking, hanging wall mounted items, furniture adjustments, etc.)
- Ensure employees unpack and return moving crates to a central area quickly to avoid unnecessary cost.
- Ensure new signage is installed in the new space.

## At Professional Installers, Inc., making your life stress free is paramount to a successful partnership.

You can rest assured that:

- 1) We're serious about your project and we guarantee your satisfaction.
- 2) We focus on the details so you can stay focused on your business.
- 3) We minimize business disruptions so you don't miss a beat.

Professional Installers, Inc., is a proud member of **Facilities Services Network (FSN)**. Facilities Services Network (FSN) is comprised of 20 of the best—and some of the biggest—Independent, commercial furniture installation firms in North America, Australia and Singapore. FSN is a not-for-profit peer group promoting professionalism, best practices and high performance in commercial furniture and facility services. This is an elite group of top performing companies in the industry who are voted in by other members of the contract furniture industry.