



**Professional  
Installers, Inc.**

*Your* FACILITY SERVICE COMPANY



# Three Things to Consider Before Decommissioning an Office



Is your company relocating, downsizing, or developing a hybrid work environment? The times we currently live in are “certainly uncertain”.

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

## STATE OF OFFICE ENVIRONMENTS

There has been a dramatic shift in businesses reconsidering their current office environments, what their spaces and needs are currently, and what they will look like in the future. Many have concluded they do not need as much space as previously, or they need to reconfigure existing space to allow for social distancing and other safety measures to be implemented.

All of this has seen an explosion in the number of spaces being fully or partially decommissioned. To add to the complications, many national companies are attempting to decommission spaces from locations hundreds or thousands of miles away from the local business site. Before a business decides to decommission some or all its space, there are three things which every business must consider.

## WHAT ARE YOU REQUIRED TO DO?

### **Review Your Lease Contract and Its Specific Requirements**

Some contracts only require the space be empty and “broom clean”. Most contracts, however, require the space be restored to original condition. This includes removal of items the business installed after the lease was signed such as HVAC, electrical, IT voice/data cabling, workstations, lighting, FFE (furniture, fixtures and equipment), signage, E-waste, hazardous waste and trash removal.

Contracts also can require cancellation of vendor services, touch up and repair of damage to walls, doors, floors, common areas, cafeterias, restrooms, etc.



## HEADS UP

If your business needs to decommission several offices, Professional Installers, Inc. is a member of the Facilities Services Network (FSN). FSN is comprised of the top office furniture installation, decommission, and move management company's in the U.S

## WHAT WILL YOU DO WITH UNSUABLE FFE?

### To Liquidate or Not to Liquidate

Over the course of time FFE becomes worn and outdated. Your contract, most likely, states that your business is not allowed to leave the items. So, what do you do with unusable FFE? For starters, your company's economic, environmental, and social beliefs can provide initial guidance. There are several options:

- Hire a third-party wholesaler who purchases the furniture & equipment at a price to offset the dismantle by a professional furniture installation company.
- Hire a professional furniture installation company to purchase the furniture & equipment at a discounted price to cover the cost of the dismantle.
- Hire a professional installation company to dismantle the product and work with a third-party wholesaler to provide labor and logistics in lieu of purchasing the FFE, thereby reducing the cost to the owner.
- Donate unwanted FFE to charities, recycle, or have a discount sale for employees or other socially appropriate options.



## 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](https://usps.com/move)

## WHAT TO DO WITH USABLE FFE?

As mentioned previously, not all companies need or want to liquidate FFE. Many companies are reconfiguring spaces to create a “hybrid environment” where employees share space on rotating days or allow a combination of in-office and work-from-home options.

For accounting purposes, or perhaps a plan for full return to work in the future - where the FFE is in great condition, businesses are faced with short and long-term storage dilemmas. The total cost to store FFE should be factored into the total cost of your decommissioning. This is an opportunity to partner with a professional furniture installation company that offers furniture decommissioning, short and long-term storage, and reassembly as a turnkey solution, thereby providing a total cost and helping you avoid financial surprises.

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

You can rest assured that:

- 1) We are 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 do not 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.