



Lowe, Priestley & Janda

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If you follow the guidelines suggested on the Checklist, then your problems should be minimized and you will have a successful move.

Initial Planning

- o Establish in-house coordinators (move, communications, computer, furniture, etc.)
- o Review aspects of move with Landlord:
 - o >Availability of elevators (at least two)
 - o >Security during move
 - o >Areas to be protected
 - o >Use of loading dock
 - o >Restricted hours
 - o >Parking availability
 - o >Other Major activities going on in the building during the move date
- o Establish move date (consider alternative dates)
- o Develop scope for move
- o Prepare list of movers and submit RFP (Request for Proposal)
- o Interview movers and make selection
- o Negotiate contract with movers
- o Prepare list of special equipment requirements
- o Contact movers that handle special equipment (computers, etc.)
- o Notify Post Office of address change (when date has been confirmed)
- o Send out change of address notices to clients, and service organizations
- o Prior to move, review all the files and discard unnecessary files and/or place them in an off-site storage facility.
- o Prepare internal memo spelling out move dates, coordination contracts, purging of files, etc.
- o Prepare diagrams of the proposed space (for internal distribution)
- o Contract with local and special telephone system vendors (specify alternative move dates)
- o If abandoning old furniture, retain “used” furniture company to appraise value of the furniture in question.
- o Retain Specialty cleaning contractor to clean under the raised floors and the pedestals (in computer rooms, trading rooms, etc.) prior to starting the new operation

Just Before and Just After Move

- o Survey the space with the mover prior to actual move (note any defects on walls, doors, floors, etc.
- o Check all furniture items for dents, “dings,” etc
- o check all walls for damage by movers
- o Prepare recorded message with new telephone number for callers dialing old telephone number



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- o Retain security guards during move and up to occupancy of the space (if internal security system is not operational)
- o Notify telephone company to place company name and number in information directory

- o All data outlets to be checked for correct line connections
- o Establish a “Trouble Desk” for resolving problems and/or complaints
- o Set up meeting with landlord to review space temperatures, janitorial requirements, elevator service, and other lease issues

Contingency Planning

- o Prepare plans and develop action scenario for “disaster” computer and telephone shutdown
- o Set up telephone contact notification system (for critical personal)

Stationery

- o Order new stationery
- o Order new business cards

Insurance

- o Advise underwriter of new location
- o Establish new limits for space, including all specialty equipment (telephone, computer, etc)
- o Cross check with lease requirements

Invoicing and Budgeting

- o Notify accounting of lease payment
- o Establish procedures for checking utility bill accuracy
- o Other monthly bill to consider:
 - >Equipment maintenance
 - >Special cleaning services (not covered by the normal janitorial contract)
 - >Communications
 - >Equipment leasing
- o Develop yearly costs:
 - >Rental
 - >Janitorial
 - >Utilities
 - >Communications
 - >Maintenance
 - >Plants
 - >Paper



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Janitorial

- o Clean space one day prior to move-in
- o Review requirements and establish quality level
- o Use night sign-in book for problem areas

Operations

- o Assimilate all “as-built” drawings of the space (including cable run-outs)
- o Have contractor give instructions on the operation of all the special equipment
- o Obtain and centralize all maintenance manuals
- o Obtain emergency telephone numbers for all special equipment
- o Develop attic stock of bulbs, ceiling tile, carpet, paint, flooring, etc.
- o Retain maintenance contractor for special HVAC and electrical equipment

General

- o Send flowers to secretarial areas
- o Prepare new company director with names, addresses, telephone numbers
- o Issue security cards or badges (if required)