

Office Relocation Planning Guide

The Department of Administrative Services (DAS) offers these guidelines to help plan office relocations.

Who from DAS can help you?

Consider these DAS groups as resources to help make your relocation as smooth and cost effective as possible. The earlier you can involve these groups in the planning process, the better...

Facilities DAS Leasing

The Facilities Leasing section helps in finding the right location and space for agencies' needs. They negotiate all leases, including landlord-provided services, and the square foot costs in both State-owned and privately-owned buildings. Leasing also coordinates the termination of existing leases. (Link to Space Request Form)

Facilities DAS Planning and Construction Management

The Facilities Planning and Construction Management section provides project management and space planning services for state agencies throughout Oregon.

Interior Project Management

The Interior Project Management group develops space plans for new space and systems furniture arrangement. They assist with furniture pricing and ordering furniture in State-owned or privately-owned buildings.

Construction Program and Project Management

The Construction Program and Project Management group manages the fiscal and construction oversight of new construction, renovations, upgrades and remodeling of publicly owned buildings.

Facilities Parking and Commuting Services

The Parking and Commuting Services section assists agency staff locate parking in DAS-owned parking areas. The section maintains a list of privately-owned parking. The section also identifies, develops and promotes alternative modes of transportation for state employees in Salem.

Operations Technology Support Center (TSC)

TSC assists agencies in arranging for the low voltage (telephone, data & video) wiring and services.

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SSD Surplus Property Program

The Surplus Property Program assists federal, state and local government in the disposing of usable furniture and equipment that is no longer needed. State Surplus recommends providing them with 6-8 weeks notice in advance. Movers should arrange for the delivery of surplus items to the State Surplus Warehouse. (link to site/form)

SSD Risk Management

Risk Management advises agencies regarding the need for additional insurance coverage. They also provide expertise on safety measures, ergonomics, emergency preparedness, etc.

Preparing for the Move

Once an agency's Lease Agreement and Space Planning are complete, and Tenant Improvements are underway, it's time to begin planning a move that will cause the least disruption to your staff, customers and clients...

Select a Move Coordinator

Planning is one of the most significant decisions to be made. The Move Coordinator is critical to ensure the success of any office relocation. It is recommended that the Move Coordinator form an advisory team of staff who are knowledgeable about work flow, staff responsibilities, shared office equipment individual space requirements, telephone and data services, security and keycards, ergonomics and safety, contracts and procurement, etc.

Select Your Method(s) of Internal Communication

How will you distribute information to Management, Staff and Service Providers, and how often?

- Website
- Email
- Newsletters
- Bulletin Boards
- Brown Bag Lunches
- Weekly Meetings
- Other

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Establish a Target Move Date and Timeline of Activities

Develop a project schedule (Gantt chart or time line) for clarity in expectations for all stakeholders. List all resources and assign Responsibilities. Resources include individuals on staff who will be responsible for certain tasks, as well as private sector service providers and contractors. This document will become the core communication information vehicle for distribution to staff and service providers.

Facilities Planning and Construction Management can assist in the development of the project schedule.

Based on the completion date of a remodel (also known as a Tenant Improvement) or construction of new office space, consideration of time should be scheduled for the installation of telephone, data and video wiring, systems furniture installation and electrical connections to the systems furniture.

Prepare Floor Plans for the Use of Staff and Service Providers

Floor plans in a standard format, showing locations of all furniture, office equipment and telephones/computers, will need to be provided to the moving company, the information technology (IT) team, the telephone and data wiring contractor, the systems furniture installation company, the electrician, the mechanical (HVAC) contractor, the sign company, and staff.

Either a DAS Interior Project Managers or your Landlord's Architect can develop and provide floor plans.

Brainstorm with Co-Workers to Identify and List Move Tasks

The move coordinator and/or space planner should conduct brainstorming sessions with key members of the tenant's staff to identify and list tasks, and determine their sequence, duration and assigned responsibility. Target Dates for each task, with start & finish dates and assigned responsibilities, will be merged into the project schedule.

Schedule and Conduct Regular Meetings with Stakeholders

- Include the regularly scheduled meetings in the project schedule for the entire to update the schedule and responsibilities.
- Develop a plan for continuing to serve and communicate with your agency's customers and clients during the move.
- Develop a contact sheet for all attending the meetings.
- Distribute agendas of the meetings in advance.

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Forward Voice and Facsimile Services While Phone Service is Down

Post Temporary Signage

Post temporary signs to announce information about the move and temporary inconveniences for all staff and the public (if necessary). Include the new address, phone number and move date if needed.

Inform customers and clients

Formally notify customers and clients of the move. Explain how and where to obtain service during the move.

Inventory Existing Furniture and Equipment

Assess and inventory furnishings, and decide what will be reused at the new location and what will not. Note in the floor plan where existing furniture and equipment will be located in the new facility.

Order New Furniture and Equipment As-Needed

- When new systems furniture is ordered, make sure it will be shipped to a qualified installer who will also inspect it for damage, verify that the order is complete, and store it until the new facility is ready for installation.
- Make sure new equipment is ordered in a timely manner, and verify that there is adequate space and wiring for it in the new plan.
- Determine who will deliver and install it, and when.

Contact the Moving Company on State Contract (if applicable)

- Set up an appointment for a representative of the moving company to come to your current location and assess your agency's needs. Arrange to send the appropriate number of boxes, labels, rolls of tape, etc. needed for packing.
- Request the moving company representative to provide a handout for staff that explains preferred methods to safely pack and label contents from their work areas.
- Provide the moving company with a floor plan of the existing facility and new facility.
- Establish who will move computers, printers, copiers and other sensitive equipment; a vendor, technical support staff, moving company or other.
- The moving company should be able to provide a realistic duration for relocating your office to its new quarters.
- Require the moving company, if there is an expectation, to deliver furniture and equipment to State Surplus. Address how surplus items will be identified.

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Packing and Purging Unnecessary Items

To avoid needlessly moving unnecessary items, provide time during packing process for staff to sort through and dispose of unnecessary files, materials and/or equipment. In DAS-owned buildings, Facilities Operations and Maintenance will provide extra recycle barrels during the packing process.

Set and communicate policy for responsibility of the handling of personal property. Note that personal property is not insured by the State.

Labeling and Tagging

Every item in the existing space should have a label indicating its location in the new space, or a designation for State Surplus, recycling or disposal. Items that cannot be sold or recycled should be disposed of in the trash, avoiding any abandonment in the old facility

Archive

Consult with Secretary of State Archives Division about off-site storage of files.

Effective Communicate with the New Landlord

Feel free to ask questions of and document answers with the new Landlord about:

- Building security
- Hours the building is open
- Restrictions on elevator use for your move
- Signage
- Evacuation plans
- Parking for staff and guests
- Keys and keycard access
- Janitorial service
- Recycle and trash removal services
- Utility services such as water/sewer, gas and electric
- Loading dock availability and use
- Grounds maintenance
- Other

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Notify Service Providers of the Upcoming Change of Address

- United States Post Office
- UPS and /or FedEx
- Phone company for directory change
- State Payroll
- State Personnel
- DAS Printing and Distribution
- State Mail
- Vendors of office supplies
- Magazines, periodicals, journals, association newsletters, etc.
- Other

Schedule Pre-installation Meeting(s)

- Depending on the size of the move, it is important to hold at least one Pre-installation Meeting which includes the voice-data service provider, systems furniture installer, project electrician, space planner, moving company representative and the move coordinator.
- All attendees should each receive a copy of the latest floor plan (dated).
- A printed follow-up summary of the meeting(s) with of the determinations and responsibilities should then be distributed to all attendees.

Stay Updated on the New Facility Readiness

- With permission from the Construction Contractor and/or Construction Project Manager or Landlord, safely visit the site and confirm that the particular details necessary for occupancy of the new facility will be ready on-schedule.
- Prior to the actual move, verify that the new location is in compliance with the Americans with Disabilities Act, has a Certificate of Occupancy and complies with the Lease Agreement.
- Work with the Construction Project Manager or Landlord to prepare a Punch List of items to be remedied.

Allow Time for Computers, Printers, Copiers, Etc. to be Installed

Make sure that Technical Support staff has time and space to get desktop and other equipment set up.

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During the Move

Coordination:

- Make sure access to both the existing and the new facility is kept clear for the movers and other service providers.
- Coordinate with local officials (City Parking Permits, etc.) as-needed.
- Station one representative of the tenant agency at the existing location and a second at the new location. Use cell phones to maintain communication between them; distribute a list of contact numbers.
- Provide agency representatives with copies of the floor plans, move plans, contact names and numbers of movers, etc.
- For everyone's safety and to avoid confusion, keep casual observers away from the movers and installers.
- Before the movers leave, confirm that the furniture and equipment have been placed according to the plan. (Note: Mid-move is not the time to redesign.)

Transfer and Hook-Up

- Verify with SDC Telecommunications that your telephone and data services are connected and scheduled for activation.
- Have the appropriate staff test equipment.

Utilities

Allow several days' overlap in utilities services between vacating your existing offices and moving into your new offices.

Essentials

Prior to staff reporting to the new facility, verify that it is supplied with toilet paper, soap and paper towels.

Set up a basic coffee/refreshment station for staff to use during move in.

Dress Appropriately

There will be bending, stooping, lifting and dusty conditions during the move, so advise staff to dress appropriately.

Recycle and Trash

Provide extra containers at both sites for staff to use while packing and unpacking.

Designate a space for staff to stack flattened packing boxes.

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White Boards, Bulletin Boards, Framed Posters, Etc.

In DAS-owned buildings, Operations and Maintenance will remove and re-install these for you.

Remove signs from old location as appropriate. Post temporary notice of new location, as permitted.

Issue Keycards and Keys

After the Move

- Identify damaged furniture and/or equipment and make claims with the responsible parties for repair or loss.
- Clean the former location.
- Check Inventory against the pre-move inventory.
- Walk through the former location with Lessor and document the condition.
- Retrieve and return keys to former Lessor or DAS, as appropriate.
- Have moving company pick up boxes for credit.
- Train staff on use of new equipment.
- Arrange for systems furniture installers to make ergonomic adjustments.
- De-brief management and staff to get recommendations for future moves. Share recommendations with DAS Facilities.
- Other