



BALKAN RELOCATIONS D.O.O.

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## Helpful tips for YOUR OFFICE MOVE

We offer you a guide to assist you in planning efficient office move and to avoid unpredictable expenses and delays.

- First step is to prepare and develop logical **move plan**. Also, moving guide should be made. In that move guide and plan must be noticed all the procedures that need to be followed during and after the move described in detailed. Everybody should be aware of the upcoming move including employees, movers and renters. They all need to know the exact moving plan before the actual move.
- It is needed and very helpful to allow the Moving Company to make pre-move survey visit to your current premises as well as destination location if possible, to estimate the project and offer their plan as per visited; Please explain the destination address as well if not possible to be visited, provide the photos if possible so we can plan equipment, trucking and parking permits from the concerned body authorities. It is also recommended to examine the building access at both locations (stairs, elevators, loading docks), parking issues prior to the move in order to avoid last moment surprises at the time of collection and delivery.
- Check insurance and indemnity and safety procedures;



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- Arrange meeting with assigned MOVE MANAGER, which will be responsible for your move and introduce your team members. Move Manager from moving company should be responsible for:
  1. Assisting with moving plan and floor plans
  2. Suggesting details in plans in order to save money and time
  3. Appoint CREW LEADER which will coordinate with your team members and make his uniform visible and different then the other team members; He will be ONE POINT OF CONTACT for communications with your team members;
  4. To prepare you list of packers with their identification card numbers and other required details for the security purposes;
  5. Recommends packing services;
  6. Creates and suggest time frame for your move;
- Prepare a preliminary inventory and identify specification of the items;
- Every item to be moved should be identified and labeled so that may be placed by the movers to proper destination location. Those tags will instruct movers how to handle the



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- items, e.g. as per location, storage, do not move instruction, contents, etc.
- Numbers will identify placement of equipment and furniture at new facilities.
- Please introduce your appointed MOVE MANAGER with floor plan so she / he can instruct the movers; When coding floor plan each person and each area must be identified with single room or area number. We can provide with labels as per your choices, as per colors or directions. Colors can represent different floors or different employees. To identify placement location, cards with the proper room numbers must be noticed on the entrance of each and individual Areas and / or room to your new facility.
- Everything must be tagged. This great level of details means less supervision at your new facility. Proper tagging and placing card will be key factor in smooth organization of the move. It will save time and money to your company.
- In the early planning stages you should inform the employees;
- where and when it is essential to be done, and what to do;
- Please appoint your PROJECT MANAGER for local move, which will be in charge for the move from the beginning to the end. This person should be familiar with the Management requirements and have a good understanding



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of all the issues and tasks. This manager should be responsible for:

1. Preparing the plan coordination the plant with appointed MOVE MANAGER from the chosen moving company
2. Coordinate time frames, plans and budget
3. Identifying potential problems
4. Appoint her/his team which will help with the particular steps, guiding and make the meetings with the other key persons form Finance, Securement, HR, IT or marketing departments;
5. This person should be responsible for all communications and logistics of the move within your company and writes a guide for your employees.

## **Helpful hints for your office move**

### **Moving computer and desktop equipment**

Your company must disconnect computer equipment. Hard disks should be backed up prior the moves. Service, IR department should be notified about identity to move the equipment. Leave the machines on top of their desk or stands. All machines must be discounted and unfastened. All spare parts and pads should be packed in carton boxes. IT specialist should supervise disconnection and dismantling of computers and he should monitor this procedure and



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assist accordingly with the process of later reassembling of the equipment. Personal computers will be wrapped and placed in carton boxes.

### **Packing of personal items or possessions**

The mover cannot be responsible for your personal possessions, such as legal papers, money, checks, pictures, plants, crystals, lighters, fountain pens, etc. For your own protection, we suggest you move these items privately. You can however ask the movers for advice on how to pack those items. Please do not overload the carton boxes. Tag boxes on both ends, not on the top. Make sure that cartons are properly assembled.

### **Packing and marking of carton boxes**

We will provide you with the required number of carton boxes at least 7 days prior the move or as per your request. We will deliver different sizes of boxes as per moving plan, boxes for archive, for pictures, etc. If you need special size of boxes, please make the requirements at least 3 weeks prior the move. Boxes will be taped and labeled. Please do not overload the carton boxes. Tag boxes on both ends. Make sure that all the cartons, which are packed by you, are properly assembled.



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## **Desks, wardrobes, shelves, chairs, storage cabinets and bookcases**

Those heavy items should be packed and moved at the end; Glass parts should be packed properly and separately. Bookcases pegs should be removed and packed away from safekeeping. Please tug the storage cabinet on the upper right hand corner. Empty your desks before the move and pack all contents in boxes. Loose materials and small items such as current working papers, letter trays, books and other desk items should be sealed in plastic bags or envelopes and then put in boxes with other items. Do not empty the filing cabinets but files should be locked prior to moving. Ensure that they are locked or securely fastened with tapes or strings. Metal shelves must be cleared from all the supplies. Most of metal shelves can be disassembled so inform your mover if allowed in your move. Surfaces must be cleared of all the items, photo frames, pencils, etc. Drawers must be emptied and packed into cartons.

## **Photocopy machines, vending machines or water dispensers**

Manufacturer or general services contract agent must service photocopy machines before the actual move. After they are serviced, will be blanket wrapped and moved. Do not move Photocopy machines with toner installed or fluids.



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Check if the machines need to be removed in some special way or are they are under guarantee.

Remove all items from the vending machines if any.

Empty water from water dispensers. Contact the supplier if special arrangements are required for the moving and handling.

### **Archive and files**

Archive and files will be packed in special dimensions boxes, which will be, provide to you. If they are with the contract with the File Keeping Company, they should move it. If security regulations require Police or Your Company Specialist escorts, make special arrangements with your moving company prior to the move. The employees must tag archives and movers are not responsible to place them to archive shelves or folders as per particular order. Company representative must supervise packing and placing of archive.

### **Safes**

Heavy item handling should be part of the moving quote as well. Please show them to the surveyor and explain the location art origin and destination address. We will protect



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the floors. Also, notice number of stairs, using the elevators, etc. Our moving team will handle them with special equipment based on current position. Where locks and keys are available for any items, which are moved, keys should be tagged with wire or straps, coded to the locks they fit and packed in safe place.

## **Plants**

We can move the plants but cannot be responsible for them, as they cannot be insured. Suggested is that employee arranging other method or to use our vehicles but mandatory is to escort the transport of pants to new location.

## **Pictures, maps, boards, delicate and fragile items**

Remove those items from the wall. If agreed with movers, they will do the job. Pictures will be packed to boxes for pictures. Consolidate small pictures, frames or posters to bigger boxes. Cushion it with packing material.

## **Building management or Owner notification about the move**

Building management must be informed about moving date and plan in advance and in accordance with your mutual contract. The other employees in the building should be





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informed about moving time frame so they can have time to re-arrange their obligations. Loading, unloading areas, entrances, and exits must be made available for the movers in accordance with the building management and security polices.

### **Protecting the facilities**

The facilities should be properly secured in order to prevent damages, carpet cleaning costs, etc. If agreed with mover, we will provide and install Masonite and carpet protectors, nylon, Styrofoam, cardboards to floors, stair and inside the elevators.

### **Employee participation of the moving day**

It is recommended that employees are not present on the moving day. It is suggested presence of [project manager, Supervisors and other appointed company contacts for the moving day. If it is move organized to make simultaneously move (loading at origin and unloading and destination at the same time) additional packers and crew members will be placed at destination point and please make sure you also have your representatives and guides at the destination address which will help the movers, show the directions and guide them.



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## **Pre move and post move clean up**

After the move is finished, moving Company should remove all the debris and empty cartons and tapes on your request or the latest 7 days after the move is finished. You should throw away as much garbage as possible before the actual moving day. The moving company might have permit by the city authorities to make the arrangements for bringing the dumpsters. Make sure that nothing important gets thrown away.

## **Internet connection and telephone lines**

Ensure that your Internet connection is ready to go and that the phones and fax machines are working. Utility serviceman should be notified in advance for the move as need to disconnect phones secured to desks.

## **Security and access procedure:**

Please make sure list of packers with their ID numbers and other required details for the security purposes is provided to the building security so the movers can have access to the building. Elevators should be in working order and large enough to move the furniture. If there are no elevators, be sure to inform the moving company so they can make the required arrangements (e.g.use of an external lift or Cranes).



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## Miscellaneous and FRAGILE items

Please mark all the items with our FRAGILE labels, which the move coordinator will give you. Also, labels for storage items or other location as well as for the items, which belongs to property and should not be moved, will provide you. Also, please notice on pre-move conference what should be handled with special care as of it's sensitive nature.





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## **Summary**

- Make a pre-move conference and go thorough all the plans
  - Appoint your project manager and project team
  - Agree tasks, responsibilities and reporting procedures
  - Agree the move deadlines and target dates
  - Communicate the plan to your employees
  - Manage staff input to control workplace politics



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- Recognize and understand the resources you will need – appoint specialist advisers as and when you need to
- Ensure your relocation specialist provides a detailed move plan with allocation of resources within the offer;

## DO and DO NOT tips

### DO

Use the special tugs and labels the appointed company has provided. Tag everything, small and big times. Bundles of computer cables, floor mats, trash cans, white boards, etc must be individually tagged. Items without tagging will not be moved.

Tag items in locations to be easy for spotting:

- Bookcases on the top
- File cabinets on the front top
- Desks, tables and shelves on the top of work surface
- Boxes on the end

Completely empty the contents of the desks, table drawers, shelves, storage cabinets, books cases. Empty file cabinets and all drawers mu be empty.

Plan how to make electrical and mechanical disconnections in time yourself or with IT department.



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Secure personal items such as personal disks, lawns archive, financial documents, files, money or items of personal value. Take those items with you to your new office locations.

DO NOT

Use your name when labeling, tagging. Make arrangement with the movers how will you mark the items to be recognized for both sides.

Do not pack photocopiers or printers with installed toners or cartridges. Notify all service contractors or agents that can help you to move equipment from the machines.

## **EMPLOYEE CHECKLIST**

- is the desk empty ✓
- are cabinets cleared and packed ✓
- are drawers empty and locked ✓
- are wall items taken down ✓
- are machines and computers discounted ✓
- are plants moved ✓
- od everything which is fragile securely packed ✓
- are all the tags and labels on the right places ✓
- are tones and liquored from the machines removed ✓
- is everything tagged and marked ✓
- are re-assembled items tagged on all parts with the same numbers to be assembled correctly