

## **PLANNING GUIDELINES FOR OFFICE RELOCATION OR EXPANSION**

Once the decision to expand or relocate your business has been made, proper planning is crucial for a seamless transition for you and your employees. Rely on Milton Terry Associates, the *Commercial Interiors Experts*. Milton Terry's 30+ years of experience can guide you through the logistical obstacles affecting this transition.

### **PHASE 1 –**

*Tip: Involving your Office Interior vendor early in the project will be essential in assisting you in analyzing your existing and future space requirements, studying the feasibility of potential office sites, beginning the furniture & equipment inventory, and determining your project budget.*

#### **12 Months**

- Designate a Project Leader
- Retain an architectural firm, if necessary
- Analyze your space requirements
- Set budget

#### **11 Months**

- Retain a Real Estate Broker
- Prepare a space plan analysis (design)
- Select the location

#### **10 Months**

- Review all office systems – what to keep, what to sell
- Inventory your furniture and equipment
- Order new phone and fax numbers

## **PHASE 2 –**

*Tip: Because the systems and freestanding furniture is tied to many other facility decisions, such as locations of walls and other architectural details, electric, voice & data cabling, etc...consulting with your furniture dealer is beneficial to carefully planning your new office space to get the most out of every square foot of office space.*

### **9 Months**

- Sign a lease
- Select your furniture dealer
- Advertise and interview for additional staff, if necessary

### **8 Months**

- Develop your design concepts and facilities plan
- Retain your engineering consultants
- Evaluate server & network needs, printer & copier locations and options

### **7 Months**

- Complete the final construction drawings
- Select your contractor, electrician, carpeting, etc...
- Apply for building permits

### **6 Months**

- Begin construction
- Order new AV equipment for conference, training & meeting areas, if applicable
- Order new telecommunications equipment

## **PHASE 3 –**

*Tip: Average lead time for new office furniture is 4 – 6 weeks, plus installation coordination with other service contractors. By working out the final furniture layout during this phase, will allow ample time for the furniture order to be placed and installed in your new facility on schedule.*

### **4 Months**

- Order your new furniture
- Contact alarm services company
- Select & schedule a moving company
- Draft new printed materials

### **2 Months**

- Prepare & order new printed materials
- Check Yellow Pages advertisement deadlines
- Notify clients and suppliers of move
- Start purging files to reduce unnecessary moving expenses to incur

#### **PHASE 4 –**

*Tip: All services and product orders should be finalized, ordered and scheduled by this point, as well as coordination between contractors and vendors. If final decisions and arrangements for procurement have not yet been made, this may adversely affect your ideal move date.*

##### **1 Month**

- Prepare your employees for the move
- Install new telecommunications equipment
- Mail change of address notices
- Contact signage company
- Contact landscaping company, if applicable

##### **2 Weeks**

- Review plans with moving teams
- Schedule elevators, if applicable
- Install furniture

##### **Moving Day**

- Post coded signs in new office for movers
- Protect main moving path

##### **Post Move**

- Conduct a walk through with mover & furniture vendor
- Compile punch list, if applicable
- Review any questions or concerns