



## relocation services

Each move is different. But they all begin the same—with careful planning. A new facility can invigorate your organization, improve morale and increase productivity. But, a poorly planned relocation is disastrous to work flow.

One Workplace is a Bay Area leader in the logistics of corporate relocation. Our Site Services team was created with the specific goal of getting businesses back up and running in record time. From orchestrating the move plan, to custom employee communications, to move day logistics, we take care of all the details so you can focus on running your business.

The One Workplace Project Team orchestrates your relocation through a proven set of processes, which is tailored to meet your unique needs.

### Relocation Plan

Planning is the most critical component of successful relocation. Our team identifies key employees, vendors, and consultants, and includes them in the planning stage.

Together, we create a detailed plan, outlining roles and responsibilities. The move plan is a living document, which is constantly updated and communicated as conditions change.

Fragile items, and critical work items, are identified at this stage such as computers, printers, phones, and office equipment. Getting these items unpacked and back on-line is critical to minimizing downtime. At this stage, the employee communications plan is developed, and potential employee issues are identified.

### Employee Communications

Several days prior to the move, employees receive customized packets. Each packet contains information about the move, new location plans, box labels, and instructions on how to pack, and what to pack. Should questions or problems arise, we include extensive “who-to-call” lists and make ourselves available via phone or email. Throughout the move, we’re on-site, roaming the facility to answer questions and soothe the rattled nerves.

### The Move

Moves can be phased, or done after hours, overnight or on weekends. Our team is prepared to coordinate the entire event. We ensure building administrators are notified, all contents are “move-ready,” and that Information Technology teams are standing by for “take-down” and “re-install.”

The first day employees occupy their new home, a One Workplace team of installers and technicians works on-site to take care of any desired on-the-spot adjustments, and troubleshoot any minor issues that arise.

With careful planning, the right team, and the right processes, One Workplace ensures your move is a success for everyone. You and your employees can enjoy your new facility, and move your company forward more efficiently than ever.

### Planning and Coordination

- After-hours, overnight, and weekend services- minimizes workflow interruption
- Pre-move and ongoing meeting coordination
- Scope identification and documentation
- Vendor and subcontractor coordination
- Resource planning and integration
- Relocation timeline, milestone, phase, and schedule planning
- Detailed move & special equipment plans
- Building management coordination
- Open-issue reporting, follow-up and coordination

### Employee Communications

- Communications plan
- Customized employee packets
- Employee box, label and packing instruction assistance
- Phone and email "who-to-call" lists
- 24/7 accessibility

### The Move

- Contents inspection
- Pre-move site inspection
- Data/Communication equipment removal and re-installation
- On-site receiving and re-install trades coordination
- Move-day site coordination and trouble-shooting
- On-site employee assistance

**For more information, contact us today (800) 899.4324 or visit us at [www.oneworkplace.com](http://www.oneworkplace.com).**