



on-site services

Is your company outgrowing your facility? Have you downsized and lack the resources to consolidate facilities? Ever feel so overwhelmed by work that you just wish you could instantly have an employee with all the right skills take over some of your projects?

One Workplace offers highly skilled On-Site Project Managers ready to tackle just about any aspect of facilities management.

Either full-time, or part-time, an on-site project manager can handle all the logistics of reconfiguring a department, moving to a new site, or closing an office. An on-site project manager frees up your time to focus on the myriad of other tasks demanding your attention.

Need some help coordinating subcontractors?

Your project manager will take care of project timeline development, manufacturing tracking and coordination, and product, delivery and installation scheduling.

Overwhelmed by site coordination logistics?

Your on-site project manager will handle pre-installation site inspections, electrical/data access point coordination, building management coordination, furniture installation management, delivery and installation access mapping, on-site delivery and installation supervision, and field change order development and coordination.

Stressing about your upcoming company relocation?

One Workplace offers skilled and experienced on-site project managers that develop the move schedule, coordinate relocation of all assets, and provide on-site coordination during the move, including coordination with other trades.

Bringing in a One Workplace On-Site Services project manager is like instantly getting a highly-trained, trusted, hardworking employee, without the costs of long-term commitment. You can concentrate on running your business while your on-site project manager skillfully handles workplace logistics. Contact your One Workplace Sales Executive today to talk about your on-site project management needs.

Furniture Integration Planning

- Pre-installation coordination
- Project scope identification and documentation
- Resource planning and integration
- Project timeline and schedule planning
- Delivery, installation, and fabrication planning
- Specification and order audit
- Permit and certificate of insurance coordination

Scheduling, Monitoring, and Tracking

- Project timeline development
- Product manufacturing tracking and coordination
- Product, delivery, and installation scheduling
- Subcontractor coordination

Site Coordination

- Pre-installation site inspection
- Electrical/data access point verification and coordination
- Building management coordination
- Furniture installation management
- Site conditions assessment
- Delivery and installation access mapping
- On-site delivery and installation trades supervision and coordination
- Field change order development and coordination

Post Installation and Project Closeout

- Furniture installation walk-through
- Open-issue reporting and follow-up
- Project closeout

Move Management Coordination

- Develop move schedule and/or relocation plan
- Coordinate relocation of furniture, contents, and equipment
- Coordination with other trades to assure a smooth transition
- On-site coordination during move

For more information, contact us today (800) 899.4324 or visit us at www.oneworkplace.com.