



[Company Name]
MOVE INFORMATION & PROCEDURES

Hello,

In preparation for your move into the new office, we have put together a packet of information and instructions designed to ease transition into the new space. Enclosed are the procedures that everyone must follow in order to ensure a successful move into the new space.

Also enclosed are basic move strategies and information regarding corporate standards, facility standards, IS information and other pertinent information.

We hope you find this information useful. If you have questions about the information, please do not hesitate to contact a member of the project team.

Enjoy your new space!

Thanks,

[Name]

Move Instructions:

Now is a perfect opportunity to dispose of useless or unnecessary files, property, etc.! Please take advantage of this time to get rid of excess files, books, etc. It is our goal to keep the new site as efficient, attractive and functional as possible. Your assistance will be greatly appreciated!

During the move, we ask that you NOT come to the office. The phones and network will not be functioning at this point. If you absolutely must come to collect something, please contact the Project Manager to schedule a time. Unscheduled visits will not be permitted due to potential dangers and disruptions to the move plan.

The Site Supervisor and Project Manager will be available on your first day back to answer questions, provide help with new furniture and to generate a list of your comments and issues. We will be happy to assist you in any way that we may. This will be the time to ask for furniture adjustments, etc.

Boxes & Labels:

Boxes and labels will be provided to the office. It is your responsibility to collect these boxes, pack and label as appropriate. Please attach labels to the sides of boxes only.

Boxes and other personal items will NOT be moved unless taped and labeled. Unpacked or loose items (with exception to items that do not fit into boxes) will not be relocated. If an item must be dismantled, please be sure to label all of the parts.

Do not label or pack your pencil drawer. Please pack contents in boxes and label appropriately. Our furniture installers will relocate the pencil drawers for you.

The label must include your name and your new office/station number. The office/station number will be available via the seating charts posted in Skyline.

Boxes will be picked up at the end of the move on set dates, typically two days after the move. Boxes should be stacked in a common location. Please do not remove the boxes from the site as they are (COMPANY) property.

Filing Cabinets:

All filing cabinets must be emptied, with the contents put into boxes. Two drawer lateral files may be moved full, provided that they are not excessively loaded. Three and four drawer lateral files may be moved with the bottom two drawers full, but should be packed if you are unsure you will receive the same file again. Labeling will be critical!

Keys are to be left in the locks of the three, four and five drawer cabinets. If you are relocating a two drawer lateral file, please lock securely and tape the key to the top of the cabinet. If you are missing a key, please let us know and we will inventory the locks to order new keys.

Office Furniture:

The current furniture in use will be maintained at the new office. Furniture will be inventoried per person prior to the move. The exact pieces currently located in your office will not be labeled specifically for your new office due to the complexity of the move. You will receive the same quantity of furniture parts as you currently have so long as these quantities and functions are within the Corporate Standard. Filing cabinets will be relocated per the individual.

Corporate Standard provides two options. The first option includes one corner workspace plus two straight workspaces, one bookcase and storage unit. The second option is two corner workspaces plus one straight workspace, one bookcase and storage unit. Which of the two options used is determined based on function and the number of computers in use. Only one set of furniture from the two options above will be allotted to each person based on the Corporate Standard.

Please read all documentation provided with your new furniture. If you have questions of the use, your site manager will be happy to schedule training for you.

Systems Furniture (cubicles):

Cubicles will be built per our standards. Administration cubicles have been designed with low front panels, allowing for a counter work space at standing height for visitors. There will be low panels where window lines are and tall panels to one side allowing for hanging storage units. All other cubicles have been designed with full height panels in the typical configuration, including low walls at window lines only.

Should you have a problem with the height of the worksurfaces, please contact a member of our team. We will measure and specify your station to be the appropriate height prior to your move in.

Furniture Changes:

If you know of immediate changes to your current furniture needs, please state this information in e-mail format. We will work to include these changes into the move. However, these changes will be contingent upon the complexity of the move and the available furniture inventory. Once the move is complete, Facilities will work with you if you have changes or requests regarding your furniture.

Your furniture will be installed in the recommended layout for the offices. However, you are free to adjust the layout to fit your individual needs after the move is complete.

Telephones:

We will be making some changes to our current phone system, however most of these changes are within the system and its components. First and most importantly everyone will keep their current phone numbers. We will be doing away with most of our current phone sets and moving to the new 6000 series phones from Lucent which are now the Informix standard. The new phones that everyone will receive are equipped with a display screen and multiple function keys. We will have representatives from Lucent Technologies on hand to train users on how to effectively use the new phones. If you currently have an analog line in your office you will retain that line and the same number. The phones in the conference rooms will be equipped with an adjunct analog port on the back of the phone that will allow dial up networking for visitors. There will also be phones in the kitchens, and break out areas for your convenience. The voice mail system will remain exactly as is, all users will have the same mailbox number, password, etc. You will not be required to do anything with your current phone, just leave it in place and we will take care of the rest.

Desktop Equipment:

It is your responsibility to label each individual piece of your desktop equipment. Please detach the cables from the equipment, outlets and jacks and bundle into manageable units. Leave all computer equipment on your desktop. If you pack individual parts, your computer will not be set up for you in the new location. Our movers will be relocating these items for you, so please make it as tidy as possible. It is a good idea to put your keyboard, mouse and other accessory items into boxes with labels as these items tend to be lost during move when left loose.

Chair Mats:

Chair mats will not be relocating with the individual person. Please do not label.

Wastebaskets:

Wastebaskets will not be relocating with the individual person. Please do not label.