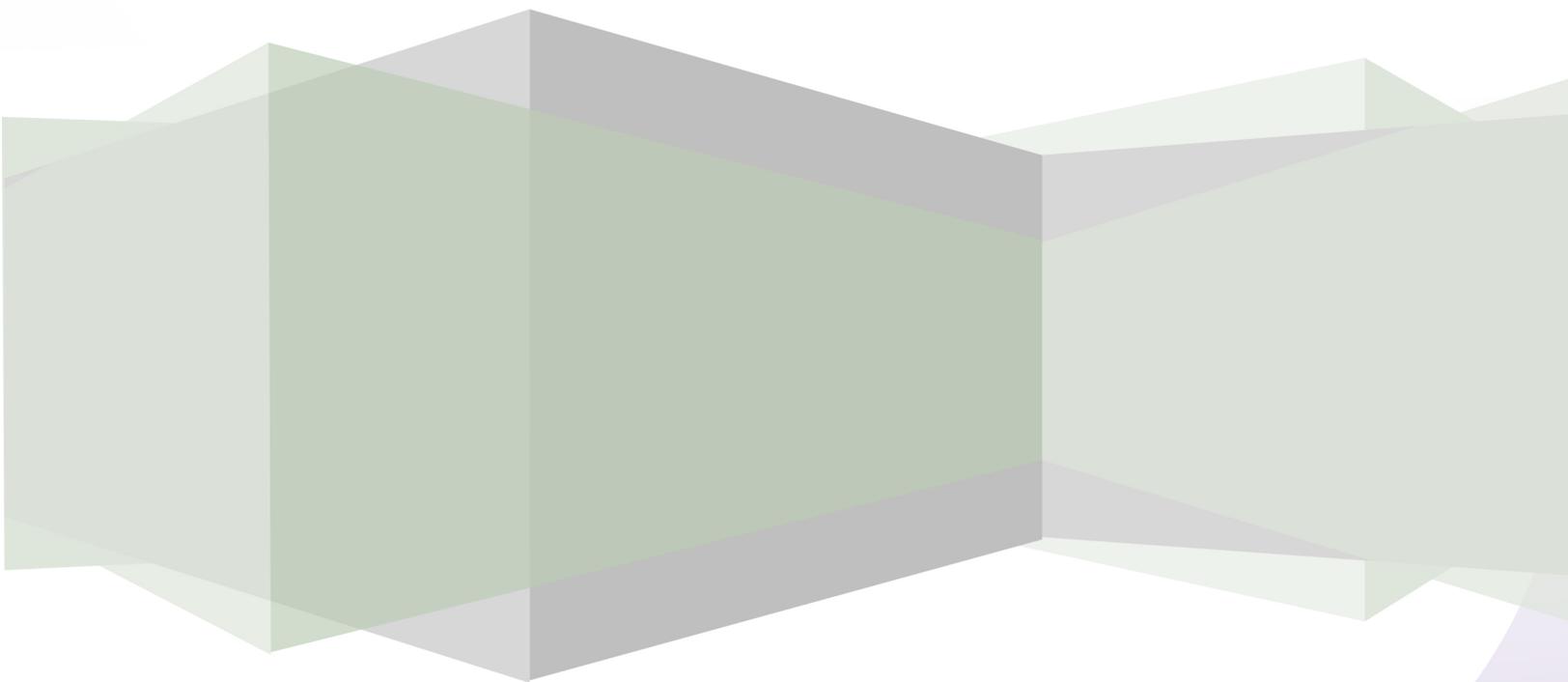


Relocation Management

Critical Task List



X	Critical Task	Start	End	Assigned to:
	Chief Relocation Officer			
	Make list of key needs that must be met new office space			
	Identify Potential Office Sites			
	Make Final decision on office space			
	Finalize lease on office space			
	Identify costs for new office (chairs, desks, equipment)			
	Prepare a budget for the move			
	Select the move day			
	Obtain necessary permits			
	Communicate to employees			
	Obtain estimates from moving companies			
	Hire movers			
	Create a moving day team to provide direction to movers			
	Put moving day team in place			
	Schedule open house for clients			
	Office Manager			
	Identify major tenant improvement needs			
	Obtain estimates from contractors for major tenant improvements			
	Hire contractors for major tenant improvements			
	Design office space			
	Assign office space			
	Order desks			
	Order chairs			
	Order new office equipment			
	Obtain estimates from signage companies			
	Order signage for new location			
	Arrange for trash disposal			
	Arrange for cleaning service			
	Arrange for recycling			
	Get business insurance quotes for new space			
	Purchase insurance for new space			
	Order security system			
	Order keys, access cards			
	Arrange for beverage service			
	Notify all leasers of equipment move			
	Order checks with new address			
	Plan for disposal of old office equipment			
	Dispose of old office equipment			
	Plan for disposal of old office furniture			
	Dispose of old office furniture			
	Order new letterhead and envelopes			
	Order new business cards			
	Order new business forms			
	Schedule disconnection of utilities			
	Inventory existing office furniture (general)			
	Shred documents			
	Purge old, obsolete materials			
	Create new office layout map			
	Create new fax cover sheet			
	Create driving instructions to new location for employees			
	Obtain public transportation information for new location			
	Label all fragile items			

	Label furniture to be moved			
	Move to central location			
	Distribute new keys/cards			
	Collect old keys/cards			
	Code new office space on a map for movers			
	Post coded signs in new office for movers			
	Protect main moving paths			
	Check carefully for any damaged or missing items			
	Schedule security training			
	Schedule fire drill			
	Telecommunications Administrator			
	Evaluate phone system needs			
	Order new phone number			
	Order new fax number			
	Order phone system			
	Order phone lines			
	Order long distance service			
	Transfer toll-free numbers or order new numbers			
	Install phone system			
	Assign new phone numbers/extensions			
	Create new office extension directory			
	Schedule phone training			
	Network Support Manager			
	Order systems furniture			
	Evaluate server room needs			
	Evaluate computer networking needs			
	Order internet phone lines			
	Inventory existing computers			
	Take down systems furniture			
	Install systems furniture at new location			
	Install network wiring at new location			
	Mailroom Administrator			
	Order change of address labels for notification			
	Order new address labels for notification			
	Send change of address to all vendors			
	Send change of address to all customers			
	Send change of address to all subscriptions			
	Identify closest overnight drop off boxes			
	Get shipping labels			
	Notify post office of change of address			
	Order moving boxes			
	Periodically visit old office to pick up mail			
	Environmental Engineer			
	Arrange internal maintenance service			
	Arrange external maintenance service			
	Repair new office			
	Accounting Manager			
	Appraise assets being transferred to new location			
	Local Phone/Internet Company			
	Install phone/internet lines			
	Cleaning Service			
	Clean new office			
	Empty, defrost and clean refrigerator			
	Webmaster			
	Update company website with new information			
	Movers			
	Pack up desks, personal spaces			
	Pack up common areas			
	Store property that will not be moved			
	Move plants and fine art in separate moving van			