



MOVE • ADD • CHANGE

10
TOP

TIPS TO ENSURE A SMOOTH OFFICE RELOCATION

- 1. COMMUNICATE.** Let your employees know that your company is considering a relocation, then set up a small “Move Committee” to help coordinate the move. Also communicate to the Property Managers (at both buildings) to reserve the elevators and loading docks for the appropriate dates and times.
- 2. CHECK LEASE FOR RESTORATION CONDITIONS.** Be prepared to deal with last minute clean up. Look for “Space must be returned to original condition” or “space to be vacated must return to broom swept condition” in the leasing documents.
- 3. SORT.** Discuss with your “Move Committee” which items will be transported and which items will not. This will help the MAC Project Manager get a better understanding of the scope of work to be performed.
- 4. CRITICAL THINKING.** Ensure that your staff and your office equipment will be placed in the right areas at the new location. For instance, plan for the large printer to be placed nearby the department that needs it most to maximize office efficiency.
- 5. PLAN YOUR MOVE.** Coordinate your “Move Committee” to meet with your MAC Project Manager to arrange your walk-through and your move dates and times. This is also a good time to take inventory of your office items.
- 6. IT PLANNING.** Your company’s data is its most important asset. Ensure your computer networks will be safely transported to the new location. Also ensure each workstation will be properly powered for a seamless transition. MAC specializes in office installations and IT network relocation.
- 7. DONATE THE LEFTOVERS.** Instead of disposing any unwanted office furniture, you can help the ecosystem by donating your used furniture to one of MAC’s non-profit partners. Talk to us about it!
- 8. REDIRECTION.** Inform your local Post Office of your move to ensure your mail arrives in a timely manner. This is also a good time to inform your vendors and affiliates of your relocation.
- 9. ANNOUNCEMENT.** As your move date nears, it’s a good idea to inform your customers, business partners, and prospective clients of your move with an attractive mailing announcing your new location. Talk to MAC about producing a mailer for you!
- 10. RELAX.** The date has finally arrived and it’s time to move the office! The hard work has been done and it’s time to let the professionals get the job done. MAC Relocations has the experience, the flexibility, and the capability to service your relocation project to full satisfaction!

4800 W. Roosevelt Rd., Chicago, IL 60644 - 773.455.1198

www.MACRelocations.com

