

HOW TO MOVE YOUR COMPANY

How To Move Your Organization

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The manner in which you prepare for a move depends on your budget, the method by which the move will take place, the amount of time you have to prepare for the move, and any new items or services you will need at the new location.

Before the move:

- Don't start making any big changes until the lease is signed. There is always the possibility that plans will change until that point.
- Run everything by your lawyers.
- Update all information with your insurance company.
- Figure out your budget. This will include not only the move itself, but new services that may be added or increased at the new location and one time purchases. For example, new furniture, higher phone rates, and adjusted rent will need to be accounted for. See a sample list below.
- Are you moving yourself or hiring a moving company? If moving yourself, consider using Rentacrate. This company, which can be found at www.rentacrate.com, rents out durable crates for business moves. They fit onto specially sized dollies to prevent the need for lifting, and they do not bend under weight, so computers and other breakables are safe. If your budget is a concern, you can save the pickup and dropoff fees by getting and returning the crates yourself. When you reserve the crates, be sure to leave enough time for packing and unpacking. Next, find a rental truck. These are usually rented by the day with an additional charge per mile. Be sure the driver has experience driving large trucks. If the rental truck does not come with dollies, be sure to rent some. A flatbed dolly is especially helpful for furniture. If moving yourself, decide if you will pack or if the movers will pack for you. If moving yourself, try the above tips.
- Start looking for any new furniture or appliances you will need. If you are concerned about your budget, try second hand items at places such as www.craigslist.org. There are sections for both free and purchasable items. If you need a copier, a good way to get many quotes quickly is to try a site like www.buyerzone.com. Here you enter in your criteria and it is sent to an assortment of vendors who then contact you directly. Be sure to consider lease lengths and service options.
- Leave a *minimum* of 3 weeks for phone and network installation. The earlier this can be done, the better. If you use DSL service through a company other than your phone service provider, be sure the two systems are compatible (especially if you have a phone system or Centrex). If you change your phone number, remember that DSL service will not be set up until your phone company registers your new number, which may take up to two weeks
- If your phone number changes, try to get a phone number that's easy to remember, such as a number with double digits. You can ask the phone company to look for such numbers when you are ordering your new line.

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- Set up voicemail on the new lines.
- Update your address and phone numbers. Start compiling a list early on of where your address and phone numbers appear so that you know where to change them when the time comes. A few examples: the post office, state agencies, the bank, your lawyer, all clients and vendors, your website, business cards, the signature line on email, letterhead, envelopes, mailing labels, address stamp, literature (printed and online), business reply envelopes, online guides (e.g. Guidestar for nonprofits).
- Call your phone company to set up a message on your old phone line. You can set it up to either transfer callers directly to your new number or to give callers a message with your new phone number.
- Schedule time for packing and for setting up. Remember, this often takes longer than expected.
- Label all boxes, furniture, and computers by name. (Hint: keep wires with their prospective computers to ease setup. Ziplock bags are good for this.)
- Make a list in advance of things that are often forgotten in packing, such as food in the refrigerator, wall hangings, and coat rack.
- Have one box that is used for all items that will be needed immediately, such as telephones and contact information for moving-related companies and keep that with you during the move.
- Know in advance where everyone and everything will be in the new space. Be sure everyone is aware of the new setup.
- Decide what, if anything, will be placed into storage.
- Arrange for signage at the new location. Supervise while the installer is there so that any problems can be fixed on the spot.
- Set up utilities at the new location.
- Cancel utilities at the previous location.
- Pick up keys, alarm system information, maintenance and package delivery information, and all general building rules in advance of the move. Test all keys.

The Day of the Move:

- Are you moving a server? Do it the day before the move if possible. You want to be ready to go as soon as you move in.
- Keep all move-related information handy, such as phone numbers and hours for Rentacrate, movers or truck rental company, phone company, DSL or cable modem company
- Bring tools and cleaning supplies.
- If volunteers are helping with the move, be sure to provide food and drinks for them.

After the move:

- Clean the place you are leaving.
- Return all keys from the previous location to the landlord.
- Call your old phone line to be sure either the line is shut down or call forwarding or a message is activated.
- Send thank you notes to all helpers.

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- ☐ Thank the organizer of the move.

Factors to consider when looking for new space:

How many people do you need space for?

Are you currently borrowing any equipment or furniture from your landlord or someone else that you will need to replace? Do you need any of the following items:

- Kitchen Items: table, microwave, fridge, coffee machine, snacks, utensils, water dispenser, papers
- Conference rooms: desks, chairs, shelves, filing cabinets
 - cost of break down and set up of assembled office furniture
- Desks, Chairs, Shelves, Filing Cabinets
 - . cost of break down/set up of assembled office furniture
- Photocopier
- Projectors
- Conference phones
- Bathrooms
- Reception
- Storage Space

Utilities & Services:

What's included in your rent, what costs extra?

- Parking for staff and guests
- Snow removal
- Network
- Electricity
- Cleaning
- HVAC
- Elevators
- Security
- Deposit
- Taxes
- Phone

Other:

- 24 hour access?
- Keys, key cards, & alarm codes
- Mailbox
- Signage allowed
- Sublet allowed

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- Lease duration

Characteristics:

- Handicap accessible
- Nearby restaurants
- Commute time
- Cost
- Easy to find
- Close to bank/post office
- Public transportation
- Cell phone reception at site

Move Expenses:

- Replace shared or borrowed items
- New business cards, literature
- Call forwarding on old number
- Cost of move (truck, crates, boxes, dollies, movers)