



Moving Guide

You'll spend a lot of time and money on your move, so you want to work with a quality company. Here are some guidelines.

Price is only one of the major factors in choosing the right moving company. You want value, not just a good price. Before you choose, conduct a thorough evaluation of at least two or three similar companies. Look beyond the price. Consider at least seven additional factors:

- 1 Is the moving company reliable?**
 - a. Check on the firm's reputation and background. Seek input from each firm's former customers and suppliers.
- 2 Is the firm experienced?**
 - a. Has this moving company successfully handled moves similar to yours in size and type?
- 3 Is the proposal clear and complete?**
 - a. Does the moving company's proposal show exactly what is covered? Is everything clear to you? Are there things you need that are not listed and that may cost you extra?
- 4 Does the company communicate with you and listen well?**
 - a. You want to work with a company that understands your needs and make things easier. Choose a company that listens to you and clearly communicates.
- 5 Is the insurance coverage comprehensive?**
 - a. Things can go wrong even with the best moving company. Which firm has the most comprehensive insurance coverage? Is there an extra charge for the insurance you want?

After you choose a mover, sign the contract as soon as possible. As soon as you sign, a reliable moving firm will lighten your load by assisting you in planning your relocation.

Check Building Rules, Regulations and Access

Your moving day will go smoothly and quickly if you practice some simple do's and don'ts:

Learn about any building access restrictions

Are there any times during the day, or any days during the week, that moving is not allowed? Check your old building as well as your new building.

Secure elevators and loading areas availability

Make sure you can have access to any elevators and loading areas you need at the times your mover will need them. This is equally important to check for both the building you are in now and the building you are moving into.

Be certain your new space will be ready

Get a commitment from any contractor who is preparing your new space that all the contractor's work will be completed 24 hours before you are scheduled to move in. You want the 24 hours so you can conduct a check before the move. This will help you avoid any delays or cancellation charges.

Build and keep an emergency contact list

Stuff happens. Think about any potential problems and have instructions on who to contact in case an emergency occurs. The fire department, building security and the elevator maintenance companies at each building should all be on your list.

Inform everyone

Inform contractors and other people who need advance notice of your move date. It's better to over-inform than to risk not telling someone who may need to know.

Be sure your move date works for all parties

Whatever date you have in mind for the move, talk it over with contractors, utility companies and anyone else who may be affected. Be sure they can commit to do what you need them to do on or before the date you need that task done.

Contractors might include painters, paperhangers, carpet layers, plumbers, the telephone company, your internet technology provider and others. Unless the building management handles all of this, you must coordinate moving day with the completion of your new offices.

Build a space use plan that's efficient

A competent moving firm with years of commercial moving experience, such as CMS, LLC, will help you determine the most efficient use of space in your new office.

Prepare Your Employees

You want employees to be positive about the move. If you keep them informed and prepare them well, their move will go smoothly and their productivity will be higher. Generally, employees who have been informed of the relocation well in advance and who are given the right tools to make and adjust to the move, will cooperate fully.

The information that is crucial for each employee includes:

- Date of move
- Exact street address
- Telephone number
- Directions to the new location
- Public transportation options
- Parking facilities
- Lunch and dinner options
- Building access hours and procedure

If you are moving to a new building just for your firm, include a map of the building showing locations of the copy center, mail room, lunch room, supply area, and other areas commonly used by many employees.

Is your company fairly large with many different departments? Then for efficiency, assign one person from each department to coordinate that department's preparations for the move. Choose someone who is outgoing, positive and helpful. Assign a person to handle the distribution of keys or security cards to authorized personnel.

Think about the major questions employees may have about the move and answers those questions in writing well in advance. An e-mail message or print document sent to everyone works well.

Change Your Stationery and Business Forms

Have an assistant compile a list of every piece of paper and electronic communication that lists your street address. Have the old address changed to the new one a few business days before the move. Ideally, all your business communications -- from letterheads to statements; website to e-newsletter -- should be updated.

Always carefully check the new address and phone number on the new pieces. One wrong letter or number might mean missing a critical message. If you cannot revise every piece at once, do those that are the most widely used first. Have a schedule to get the changes made on the less frequently used communications within a few weeks.

Closing Down & Opening Up

To keep your bills low, be sure to have your utilities turned off on the right date and have every service up and ready the day before you'll need them at the new building.

Notify water, gas and electricity providers, unless they are covered under your lease. Be sure to tell them the date on which you want the service switched.

Talk to janitorial services, trash removal and your alarm or security system company. If your alarm and security system services are handled by building management, you don't have to worry about this. But if your business is contracting with a security system company now and expects to use them at your new location, have them visit your new building early.

Communicate with Computer and Other Equipment Companies

Your computers or other electronic equipment may need to be serviced by the vendor's representative before the move. This might include:

- Computers, monitors and servers
- Copiers
- Printers
- Fax machines
- Mailing machines
- Lab equipment

Is there other machinery and equipment that requires servicing before a move? Ask the vendor representative or ask Commercial Moving Services. We're happy to help.

Other people or businesses you may have to notify are:

- A locksmith (if keys are not supplied by the building management)
- Your insurance company
- The post office (to assure mail delivery, tell them at least 1 week prior to the move)
- Circulation departments of any newspapers and magazines
 - they need 4-6 weeks notice

Keep Customers & Suppliers in the Know

You want to move away from your building – you don't want to move away from your customers and suppliers.

Be sure customers and suppliers know when the move will take place and how to find you at any time – before, during and after the move.

With suppliers, allow about two weeks for your move information to go through channels and reach their mailroom. Suppliers who ship to you regularly could hold you responsible for re-consignment charges unless you give them plenty of notice of your change of address.

Help Customers and Clients Move with You

Your customers deserve an attractive, clear, well-thought-out notification. They'll want to know when you are moving, where you are moving and how you to reach you. One creative way we've seen companies do this is by sending out as a postcard a plain piece of cardboard with the move information written on one side.

Emphasize the positive. If you're moving because the company is growing and needs more space, say so. If the move will allow you to provide additional services to your customers, tell them.

Packing & Moving

Complete, clear instructions on who will pack what and who will move what will keep lost work time to a minimum. Here are some general guidelines that work well for most companies.

- 1 Make each employee responsible for his or her own preliminary packing. Arm them with detailed packing instructions like those below.
- 2 With Commercial Moving Services, unless you make other arrangements, your employees will perform packing and unpacking. Our experience shows this works best.
- 3 Successful moves require that only professional moving personnel and anyone else involved directly with the move be present during the actual move. You don't want too many people trying to do too many things on moving day.
- 4 Your employees should pack up all their things, label the boxes clearly and then leave the actual move to your moving company.
- 5 Larger companies should assign a move coordinator for each department. Your coordinators will be trained by Commercial Moving Services so they can answer employees' basic moving questions, show employees how to pack, and serve as good will ambassadors for the move.

Packing Instructions

(Note: Your instructions may vary, depending on your circumstances)

Please read these packing and moving instructions carefully. Following them will assure that all of your work area equipment and supplies will arrive at your work station on time and in good shape.

- 1 Commercial Moving Services will provide you with either cardboard totes or plastic crates depending upon your needs. If you do not receive a supply of each in your work station, or if you need more, please see the move coordinator for your department.
- 2 Have your move coordinator show you the proper way to pack and stack the crates. Your move coordinator will also show you how to assemble the cardboard moving cartons. Both crates and cartons have advantages and specific uses. For ease of packing and speed of moving, the crates are more desirable.
- 3 Your office must be completely packed in the crates and cartons by the designated time of your move.

Desk

Completely empty your desk. Place paper clips, pencils, paper pads and other loose items in sealed envelopes. Please pack all your current working papers, letter trays, books and items on top of the desk in a carton. Wrap all glass items with paper or other material in the carton to avoid breakage.

Required Items

If you have some items that you cannot part with even for one day, take them home with you the day before the move. Pack well, keep track of all items and bring them with you to the new location.

Vertical File Cabinets

Files and cabinets will generally be moved with their contents. Check for any loose materials and secure them. Lock the cabinet, if possible. Remove the key, mark it so you know which piece each key goes to and pack your keys together in a safe place. If your file or cabinet doesn't have a lock, secure each drawer by locking. If the file has a punch-in lock and you do not have the key, wrap tape around the lock to avoid accidental locking.

Lateral Filing Cabinets

These cabinets cannot be moved until emptied. Please pack the contents in cartons and secure the drawers by locking or using filament tape.

Bookcases, Supply and Storage Cabinets

Pack any items in cartons. Remove the bookcase shelves and tape them together. Remove the shelf pins and pack in a marked envelope. Lock or tape cabinet doors.

Small Office Machines

If you have a scanner, printer or other small machine, do not pack it. Leave it on top of your desk or on its stand. Unplug the machine, make sure it's serviced and in working condition. Place any power cords or related items in a zip lock bag or carton. Mark those items with your name, department and the office machine name.

Pictures, Maps and Bulletin Boards

Please remove any wall hangings. Tag each piece with your name and the department name. Commercial Moving Services will handle these items. But if you have a group of small pictures, pack them in a carton yourself. Do cushion them well with newspaper or other soft packing material.

Special Equipment

Back up data on any personal computers. Disconnect separate components (like an external drive, a disk player, etc.) before the move or have your IT department do so.

Remove loose wires, label them and pack them in box.

Don't Tackle Complicated Machinery Or Wiring

Moving some equipment may require an electrician, plumber or machinist. Don't try to pack such equipment by yourself. Check first with your move coordinator or your supervisor. Copying, printing or reproducing machines that contain any liquid or fluid must be drained.

Your Personal Items

Commercial Moving Services cannot be responsible for moving personal items. Please move them on your own.

Label Every Item

Place a label on every item Commercial Moving Services is to move. For items that have several parts, like detachable bookcase units, please label each part or section.

Only use the moving labels you receive from your move coordinator or supervisor. Fill in all information – your name, department name, floor, room number, etc. Place the label in a spot that is easy to see. For large items you might want to place labels on two sides.

Certain furniture and equipment may need dismantling for moving (L-units or conference tables). Be sure to label each piece with the same information.

Please Pack With Care

Like any good moving company, Commercial Moving Services can only guarantee good results if the above directions are met. Most damage is caused by poor packing. Pack well.

Move Coordinator Instructions

Every successful move has a well-prepared team leading the way. In small companies, a single person might handle the moving details. But in most companies it's better to have a team of employees working together. Each department could have a move coordinator on the team. In general, here are items your moving team needs to handle:

Conduct a Pre-Move Purge

Don't waste time and money by moving items that are not used or needed. Have all employees go through their office space and recycle or get rid of anything they (and your company) will not need in the new location. By law, some legal and other documents have to be kept for a certain number of years. Don't allow employees to toss out sensitive company files, private information about your customers or documents you are required to store.

Toss Outdated Files

Ask employees to please go each file, folder by folder, and recycle anything that will not be needed.

Transfer Required Files

Transfer to a central storage area all records with predetermined retention periods. You may want to transfer records ahead of your move to lighten the moving day work. Commercial Moving Services offers a full range of computerized, bar-coded records management and retrieval services.

Unload Desk Drawers

Many employees can significantly cut the contents of their desk drawers by spending the time to carefully examine the contents. Please remind them to take all personal items home.

Reduce Storage Cabinet Contents

Analyze contents of storage cabinets and reduce stocks to a minimum. Reorder stationery and other supplies for delivery after the move.

Provide A Detailed Floor Plan

Commercial Moving Services' project manager will discuss with you the need for a map of where moved items need to go. You'll need to show on a floor layout where you want each piece of office furniture delivered.

On the floor layout, please carefully identify each item. Draw items close to scale. Include the location of doors, windows and other key identifiers in your new office space. This is easier than it sounds. Your Commercial Moving Services' project manager will explain this concept to you in person.

Use Labels And Locate Them Well

A big responsibility of the move coordinators is labeling. Move coordinators need to be sure employees label every item; fill in the label with all the necessary information; and place the label where the movers can easily read them. Nothing makes moving easier than a uniform marking system. Your project manager will help you design a workable, efficient labeling system.

Speeding Your Move And Getting Things Where You Want Them

When your new location covers several floors, Commercial Moving Services uses a different color label for each floor. All red labels may go to floor two, for example. Once the mover has the piece on the right floor, he next looks on the label for the room number. On the door to each room, please place a floor plan showing where each major piece of furniture or equipment belongs. Dividing the building into color-coded floors speeds up the move and eliminates elevator backups. Identifying rooms and furniture pieces helps get your equipment exactly where you want it.

Report Any Missing Items Immediately

When you use a good labeling system, it's rare for items to get lost. But it can happen. Report missing items immediately. In most cases, lost items are quickly discovered. Usually they aren't labeled or are labeled incorrectly.

Limited Liability On Missing Items

Commercial Moving Services, LLC cannot accept liability for missing items unless those items are considered missing while they are in our complete and total control, or if there's gross negligence on our part.

We work extremely hard to avoid misplacing any items in our care. Commercial Moving Services staff are all trained in security. Every staff member on your move wears a uniform and carries company identification.

We also seal each loaded Commercial Moving Services truck. You may want to record the number of the seal both as it is affixed and prior to its removal.

Some Things People Forget

Here are a few items that employees frequently forget. Remind them to:

- Label glass desk tops and blotters separately but leave them on the desk
- Label trash cans, floor mats, lamp shades and lamp bases
- Label break room and common area items
- Take care of all office appliances, coffee machines (contact service vendor), microwaves (remove pad and glass plate), break room cabinets, and more
- Unplug any refrigerators, clean out all contents and leave the door open

CONTACT US FOR A FREE QUOTE

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