



## The Office Maximizer Report™

Information to help you get maximum value from your office leases and facilities

### Technical Lease Issues: The Benefits of a Relocation Consultant

Often companies do minimal research in the determination of the person assigned to the task of organizing their corporate relocation. Usually by default, the office manager, or an executive assistant is delegated this assignment. It behooves companies to rethink the decision to use an employee under the premise that they are saving money by not using a third party. According to the International Facilities Management Association (IFMA), statistics show that 70% of company personnel placed in charge of a corporate move are either fired or demoted after the relocation. This is a result of the employee neglecting their regular responsibilities and/or not having the knowledge or experience necessary to accomplish a streamlined and economical corporate relocation.

A good relocation consultant will provide a schedule of event and action items, and will follow-up on action items as needed. Items include, but are not limited to the following:

- *Furniture and equipment inventory and layout*
- *Cabling and wiring*
- *Plant specifications and installation*
- *Communication services transfer (phone, modem and internet lines)*
- *Phone system installation*
- *Modular furniture de-install and re-install*
- *Relocating satellite dishes*
- *Relocating computer and server room equipment*
- *Transferring coffee equipment and services, vending machine, and live plants*
- *Coordinate the relocation of time clock and security systems*
- *Relocation of copiers, printers, fax machines and other items under maintenance contract*
- *Submit change of address*
- *Printing of new stationary, business cards and forms*
- *Last, but not least, schedule and coordinate the events of the physical move*

A relocation consultant can plan most all of the pieces of a move not provided by the architect, designer and general contractor. They should understand the inner-workings of an organization and possess knowledge in the areas of construction scheduling and facilities management to ensure all aspects of your move are meshed into the construction schedule and handled on-time and within budget. This person will also work in tandem with your internal staff, as well as the designers, general contractors and vendors to ensure a smooth transition into new space.

Look for the experience through a corporate relocation consultant or corporate move planner. Resources for those services include organizations such as IFMA.

This e-newsletter is provided by The Pinnacle Group, creators of The Office Maximizer Method™

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