

Commercial Office Relocation Guide

RJB International offers the following suggestions to assist in planning an efficient move and to eliminate unnecessary expenses. Experience has taught us that thorough planning, preparation and cooperation between RJB International and your company will eliminate confusion, minimize down time, and save money.

Implementing a System for Tagging and Marking

The process of coding floor plans is the first step in developing a logical move plan. The strategy is to prepare the move to flow in a logical and efficient manner. Every item to be moved must be identified and labeled so that it may be placed by the mover in its exact destination location. A tag also instructs a mover how to handle that item, for example:

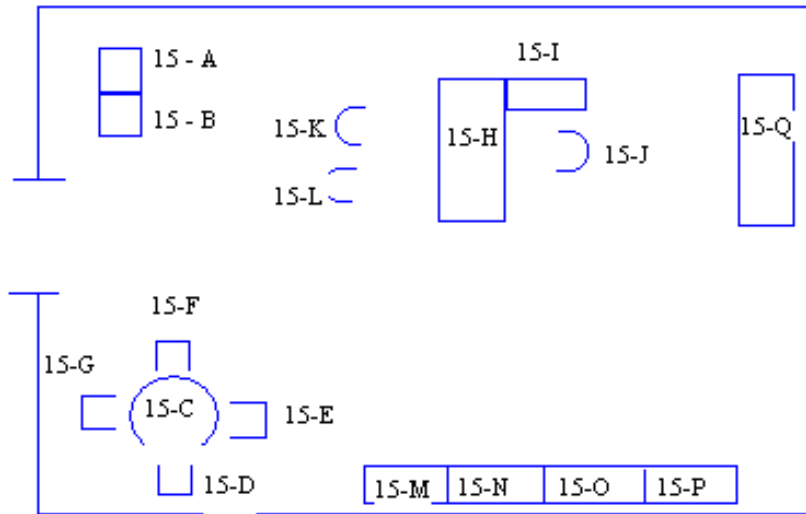
- **Location** (where the item is going)
- **Sequence** (one color may precede another)
- **Liquidation** (directive to the mover)
- **Do Not Move** (directive to the mover)
- **Storage** (directive to the mover)
- **Contents** (directive to the unpacker)

RJB International	
Floor	Room

RJB International will supply you with
“**office moving labels**”.

Placement of furniture and equipment at your new facility will be identified by number, not by name. When coding the floor plan each person and each area must be identified by a single room or area number. To identify placement location, placards with the proper room numbers must be affixed to the entrance of each individual area and/or room at your new facility.

Everything must be tagged! For example; when a desk has a removable return, both pieces are tagged. Each piece of the computer equipment is tagged (i.e. monitor, CPU, keyboard and cable bundle.) Everything must be tagged no matter how seemingly inconsequential (i.e. floor mats, white boards, trash cans, etc...). Items without a tag will not be moved. This great level of detail means less supervision will be required at your new facility (remember, the movers time is your money.) An example of our method for indicating placements at destination is shown below. Each individual item is assigned a number that corresponds to its place on the floor plan. In this example, the employee’s room/area number is 15. A dash (“-“) is placed after the number and each individual piece of furniture is assigned a letter that corresponds to the placement shown on your floor plan.



Proper tagging and placarding will be a key factor in achieving an organized and smooth flowing move. It will save your company time and money. The RJB International move coordinator will assist to install all place cards, floor plans, and directional areas at the new facility.

Computer Equipment and Desk Top Machinery



Your company must disconnect computer equipment. If you require third party service in this area, we are happy to assist you in choosing a vendor. Drives should be backed up prior to the move. Service, warranty, or leasing agents must be notified that you intend to move the equipment. Personal computer equipment will be loaded onto machine carts and sealed with shrink wrap by the moving personnel. Typewriters and other large desktop business machines should be properly tagged, disconnected, and left on their respective desktops. Each piece must be individually tagged (i.e. the CPU, monitor, keyboard, and cable are tagged separately) with the employee's assigned number. Mainframe or mini computer equipment will be pad wrapped and moved via air-ride vans.

Packing & Marking Containers, Boxes & Cartons



Movers will supply plastic **Tyga Boxes**, which are uniform in size (making them easier to handle, thus speeding the move and saving you money). The plastic Tyga Boxes are extremely strong. If you decide to utilize other cartons, make sure they are thoroughly taped closed. Cartons are stacked when moved; therefore, please do not over pack them. Flat tops on cartons will speed the move. Tag cartons on both ends so the movers do not have to spend time turning the boxes on the dollies to find out where they go. Do not tag cartons on top!

Desks & Credenzas



Desks, credenzas, and storage cabinets are moved on end. Unless the contents of these items are completely emptied and packed into cartons, the contents will fall out and be lost. In addition, drawers can be damaged if left full. Desks and credenzas are tagged on the top surface. Chairs are tagged on the backrest.

Photocopy Machines



Photocopy machines need to be serviced by the manufacturer or service contract agent before being moved. Failure to do so may void your machine's service contract or warranty. Generally, after they have been serviced, these machines are blanket wrapped and moved via air-ride van.

Bookcases & Storage Cabinets



Empty them completely and pack the contents into cartons. Bookcase shelf pegs should be removed and packed away for safe keeping. Loose bookcase shelves should be tagged separately and laid down in the bottom of the bookcase. Bookcases are tagged on either side, or on top. Storage cabinets are tagged on the upper right hand corner.

Work Benches & Tables



Surfaces must be cleared of all items. Drawers must be emptied and packed into cartons. Work benches and tables are tagged on the top work surface.

Library & Reference Materials



Areas with a large amount of shelving contents (i.e. library, reference materials, and inventories) can be moved using library and equipment carts. This saves you and your employees many hours of unnecessary packing in addition to the additional costs for the cartons.



Standard- Vertical (Narrow) File Cabinets



These file cabinets will be moved with their contents intact. Securely tighten the file holder in the back of each drawer to prevent the contents from slipping. Standard vertical file cabinets are tagged on the upper right hand corner of the top drawer.

Lateral – Horizontal (Wide) File Cabinets



Due to their light construction and tremendous weight when full, lateral file cabinets must be partially emptied with the contents packed into cartons. Failure to do so may result in damage to the cabinet, your facility, and injury to a mover or one of your employees. Lateral and horizontal file cabinets are tagged on the upper right hand corner of the top drawer.

Safes & Fireproof File Cabinets



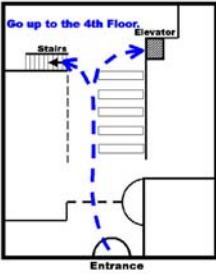
Check with RJB International to determine proper handling. Rol-a-lifts, masonite (to protect floors), or heavy rigging equipment may be required. Check elevator load capacity for extremely large safes.

Map Cases, Drawing & Tracing Files



These items must be moved on end. In most cases, we recommend that they be completely emptied prior to being moved. Map cases, drawing files and tracing files are tagged on the top drawer or on the upper right hand corner.

Routing Within the Building



Building management services should be made aware of the move in advance. Loading, unloading areas, entrances, exits, and loading docks must be made available to the movers exclusively. Reserving all elevators and loading/unloading areas for the exclusive use of the movers will save time (which will save you money).

A Pre-Move Seminar Helps Clarify Responsibilities



Prior to each phase, RJB International recommends that a pre-move meeting be conducted between each of your department heads and the RJB International project managers. At the meeting, understandings can be reached as to what the responsibility of each party is. This will assure that the move is accomplished efficiently.

Protecting Your Corporate Facilities



Proper building protection preserves the investment made in tenant improvements and eliminates the need for extensive carpet cleaning and touch-up painting once the move is completed. The movers will install a protective walkway to protect carpets and floors, eliminating damage caused by heavy traffic. Corner protectors and corrugate wrap may be used to protect facility corners and wall surfaces. We use the right materials placed in the best fashion to provide ultimate protection, thereby, reducing your maintenance cost.

Employee Participation

With the exception of your company's supervisors, and for reasons of safety and expediting the flow of the move, it is recommended that your employees **are not present** on the day they are to be moved to their new locations.

Post Move-Out Cleanup at Origin

You will need to arrange to have the origin facility cleaned once the move out has been completed. You will be surprised at the large amount of waste that will be uncovered once everything has been removed from the old facility.

Summary

We hope that you find our information helpful. If you have any questions regarding the preparations for your move, please call our Office & Industrial Relocation Department at 206-898-0308.



Your Corporate Sales Representative is:

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The CMC & COIC credential has come to represent a fundamental competency and adherence to ethical conduct of the sales force for the Household Goods Moving & Storage Industry. In dealing with a CMC while planning your move, you can be assured that you are working with a knowledgeable sales executive who is committed to providing excellent and fair service. -- *Richard is recognized by the American Moving & Storage Association and has over 20 years of experience in residential, commercial, and international relocations.*