

T 01285 851095
M 07900 471124
E rbuckley@spaceplanner.co.uk
W spaceplanner.co.uk

MOVE MANAGEMENT



Stonebridge International Insurance, Maidenhead

What is 'move management'?

Organising and managing the transfer of people, furniture, contents and equipment from your existing building to your new building in a controlled manner and with the absolute minimum of disruption to staff, customers and normal business activities.

Doesn't the removal contractor do this?

No. They only organise themselves. They have to be told exactly what you want and this may not be obvious until it's thought about in detail.

Why use us?

We are outside the organisation, free from internal politics and able to deal with all staff from caretaker to chairman on an equal footing. And because we regularly buy removal services, we get very competitive prices from contractors who want to work with us.

"Don't move! Two moves equals one fire!"

*Robert Townsend in 'Up the Organisation'
Not when we organise it!*

Communicating with staff.

We tell them what's going to happen and when. We keep on telling them. And we run a 24/7 Helpline.

Maintaining business continuity and staff productivity.

Our prime objective. We work with you to establish how best to carry out the move with minimum disruption whilst maintaining business continuity and staff productivity.

Minimising risk.

We 'think the unthinkable'. What can go wrong? What can we do to ensure that nothing does go wrong? What can we do to make the move go as smoothly as possible?

Capturing information.

We capture every piece of information relevant to your move and enter it on our Move Control Matrix. Who's moving? Where to? What's their new desk position? What's their DDI? Will it change? Do they have a desktop or a laptop? Or a docking station? Are they visually impaired? And so on.

IT transfer.

We work closely with your IT people to organise the transfer of your IT equipment and infrastructure in the way they want.

Filing and storage transfer.

We carefully log your existing filing and storage and ensure that suitable provision is made at the new building.

Labelling.

Every item of furniture and equipment is labelled with a colour coded label carrying a identification number unique to that item.

Installation drawings.

We prepare installation drawings on which the position in the new building of every single item being moved is clearly marked, numbered and colour coded.

Do the move our way and it will be a success.
Call Richard Buckley on **01285 851095** or **07900 471124** or e-mail rbuckley@spaceplanner.co.uk to find out how your move can go smoothly without disrupting your business.