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FAST-TRACK INTERNAL OFFICE MOVES AND RE-STACKS



Stonebridge International Insurance, Braywick Gate,
Maidenhead

We specialise in re-planning and re-configuring existing office buildings and workspaces

- *to meet new business challenges*
- *with the absolute minimum of disruption to staff and customers, and*
- *without adversely affecting business continuity and productivity.*

Organisations often need to do this because

- *they need to accommodate more people in the same space*
- *previously separate offices in different buildings have been amalgamated, or*
- *internal re-organisation has resulted in people being in the wrong place.*

We call an internal office move a 're-stack'.

*A re-stack can be just a simple internal move or involve substantial numbers of staff. It can be **three dimensional**, requiring staff to move to a different floor in the same building. It can even require them to move **between** buildings, 'passing' each other on the way. This requires complex scheduling and highly competent site management.*

Why do we use the term 'fast-track'?

Because that's how we work – fast! Typically, having decided to do these moves, clients don't want to wait – they want them done as soon as possible.

Usually, we carry out moves overnight or over weekends to make them 'invisible' to your customers.

How do we plan your restack?

Firstly, we work with you to write a clear statement of your requirements.

*Then we collect every piece of information needed to plan and carry out the moves. This is plotted on a special form we have developed called the **Move Control Matrix**. Employees come and go during the time taken to plan and implement the re-stack so this information has to be constantly checked and updated.*

We then work out how the re-stack can be carried out in the easiest way possible. We try to avoid moving particularly complex installations such as call centres or server rooms. In fact, as a general principle we try to do the minimum necessary to achieve the desired outcome. This not only makes it easier but also reduces costs.

Then we carry out the detailed space planning and scheduling of the works, consult with everyone involved, get it signed off and make it happen – on time and on budget.

Working with your staff

A lot of what we do is 'political' with a small 'p'. This is why we seek to develop close relationships with the client's staff and management, particularly the IT and Facilities people. Their co-operation is absolutely essential for a successful re-stack.

We will, if you wish, run a communications programme for your staff telling them what's going to happen, and when, and giving them a 24/7 Hotline enquiry number to call.

*For an initial discussion on how Richard Buckley & Associates can assist you with your next internal reorganisation or business relocation, call **Richard Buckley** on **01285 851095** or **07900 471124** or e-mail on rbuckley@spaceplanner.co.uk.*