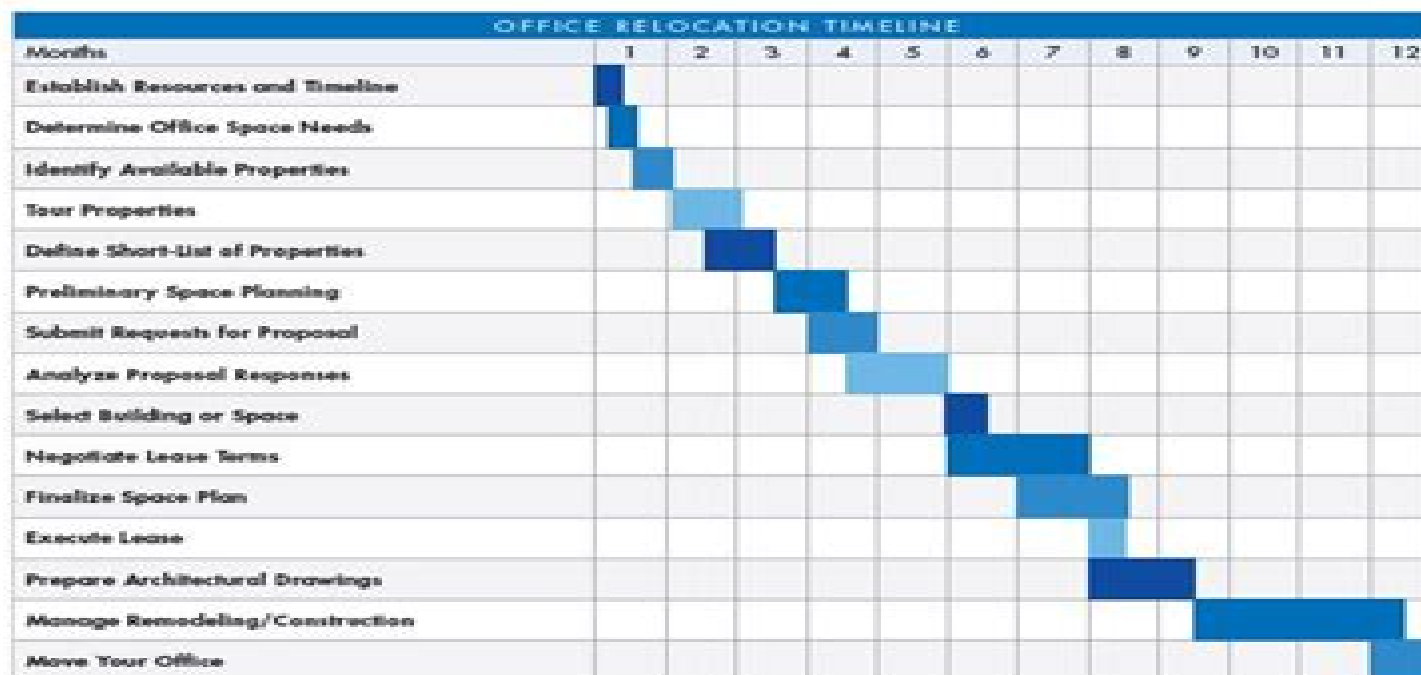


A SMOOTH MOVE HOW-TO GUIDE: OFFICE RELOCATION TIMELINE

Developed by Karen Warner, Commercial Relocation Expert

TYPICAL RELOCATION TIMEFRAMES	
Space Size in SF	Timing
500 - 1,500	2-4 Months
1,500 - 3,000	4-6 Months
3,000 - 6,000	6-8 Months
6,000 - 10,000	8-10 Months
10,000 - 25,000	10-12 Months
25,000 - 100,000+	12-18 Months



Office Relocation Planner

Karen Warner



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through the cracks Action steps and checklists are included to keep you on track every step of the way Office Relocation Planner Confident Publishing Company, Karen E. Chessler, 2001-01-01 *Office Relocation Planner* Karen Chessler Warner, 2006

Office Relocation Simplified A Guide for Companies James Fulton, Office Relocation Simplified A Guide for Companies is a comprehensive resource designed to streamline the often complex process of moving a business from one location to another The book outlines essential steps from initial planning and budgeting to logistics and employee communication ensuring a smooth transition It offers practical tips for evaluating potential sites managing vendor relationships and minimizing downtime while also addressing the unique challenges of accommodating different workforce needs With insights from industry experts this guide empowers companies to navigate the intricacies of office relocation effectively fostering a successful move that enhances productivity and employee satisfaction

The Office Relocation Sourcebook Dennis A. Attwood, 1996-10-21 A complete guide for turning a relocation plan into a reality The Office Relocation Sourcebook provides relocation teams at firms of all sizes with the background information and practical guidance they need to pull off a relocation project cost effectively and with a minimum of disruption to the employees being moved Written by the head of the Human Factors Group at Exxon Biomedical Sciences Inc this valuable resource Arms you with all the forms checklists surveys and summaries guaranteed to make any office relocation project as painless and cost efficient as possible Guides you step by step through the entire relocation process from the initial planning stages to post project evaluation Covers both the nuts and bolts issues and crucial human factors side of the relocation equation Features a computer disk packed with valuable relocation tools including a comprehensive relocation template Take the sting out of your next relocation project with The Office Relocation Sourcebook Office relocation is one of the most challenging aspects of a facility professional's job This challenge and the thrill of meeting it are even greater for members of the relocation team who have had little or no prior relocation experience To begin with there are the thousand and one logistical details that go into the designing planning and implementation of a relocation project Then there is the seemingly impossible task of keeping affected employees happy and supplied with everything they need to perform their jobs without running into massive cost overruns The Office Relocation Sourcebook takes the sting out of relocation Written by an author with twenty five years experience in facility management and human factors design this valuable resource provides all the background information and practical guidance needed to pull off a cost effective relocation project with a minimum of disruption These methods and techniques are appropriate for firms of any size regardless of the number of employees being relocated Writing in a warm conversational style peppered with handy checklists summaries and survey tools Dennis Attwood guides you step by step through the entire relocation process from the initial planning stages to post project evaluation He provides coverage of nuts and bolts issues through the human factors side of the relocation equation For instance Attwood explores workers reasons for resisting relocation and describes innovative communication techniques that can substantially reduce employee resistance and

the common adverse side effects of disrupting the workplace In his discussion of work system planning he compare traditional design arrangements such as the neighborhood and team concepts with alternative workplace strategies including reuse of existing office space and the office outside of the company The enclosed disk supplies a variety of useful tools and in addition to the forms and checklists found in the book arms you with a valuable relocation template Make your next office relocation project a success with *The Office Relocation Sourcebook*

Office Planning and Design Desk Reference James E. Rappoport, Robert F. Cushman, Karen Daroff, 1992-04-16 Covers all aspects of planning designing and leasing new or retrofitted office space While the bulk of the material was written for this book selected chapters have appeared before in other Wiley titles and are now updated to reflect specialized aspects of the subject Topics include determining a client organization's space and cost requirements deciding on a suitable building and space the nitty gritty of design retrofitting for office automation selecting a designer and signing a contract It makes generous use of tables charts spreadsheets checklists and design workgrids Features a special lease negotiation list for tenants

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