

5

MIN GUIDE:

TCM
THE COMMERCIAL MOVERS

**YOUR BUSINESS
RELOCATION GUIDE**

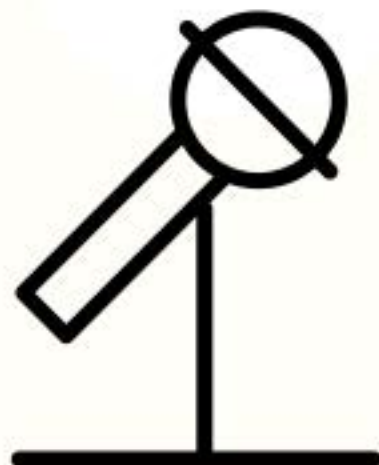
INTRODUCTION

Planning Your Office Move

It's obviously key for you to pre-plan your move so that you can get back to business and do what you're good at in your field or industry. TCM is here to help you, ever step of the way.



TCM
THE COMMERCIAL MOVERS



Communicating to Employees

It's a vital step for you to brief all of the personnel involved in the move. TCM wants to assist you. You're more than welcome to copy any part of this file to help you during your move.

STAGE 1



A. Agree New Location

Appoint the proper project management or move coordinator.

B. Establish Liason

Identify Other Services Needed

C. Agree on Moving Plan

Appoint moving company.

D. Plan by Department

Achieve Assessment

E. Issue Floor Plans

Communicate Move Strategies to the staff and create floor plan to and from where employees will be sitting so they get the same belongings and the employees are numbered.

Color Coding Labels

If your offices are large and also have cubicles, you want to color coordinate them.

Color Coordinate

Place all the plans at the entrance of the building at new location.

Entrance of New Building

Allocate colors for each floor or wing of your building.

Floors/Wings

Label everything to be moved in coordination of the color of the wing that it's coming from.

Label Everything Moving

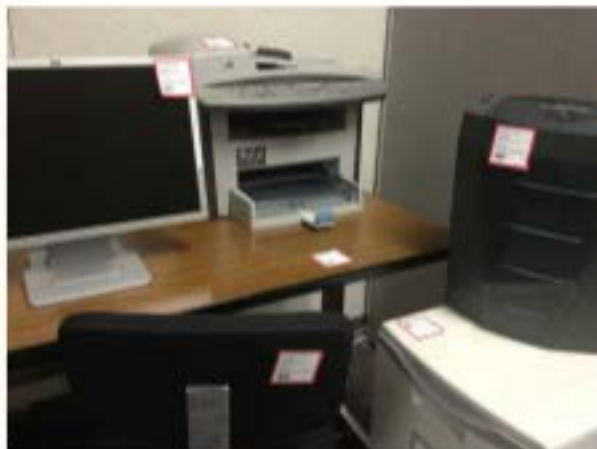
Place the labels clearly and indicate the corresponding floor plan

Label the Labels

Ensure that any old labels from previous moves are removed.

Important Note

Effective Labeling



TCM
THE COMMERCIAL MOVERS



Effective Labeling

Ensure that the labels are prominent and are placed on the furniture. Look at the images above to understand where to put them.



Not Clearly Labeling

It is our aim to do your move correctly. Please understand that clearly labeling everything will speed your move up. Please do not assume that the movers know what you are thinking.

Choose Packing

Choose Your Boxes - E-Crates or Cardboard Boxes

Order Cubicles to be Dismantled.

Decide if you want employees to pack or our professional movers.

Who will be labeling? The Movers or One of Your Designated Staff.

What will not be moved or disposed of?

Stage 2



Arrange Storage or Disposal of Excess Furniture or Equipment.

In California it is illegal to dump electronics.



Copiers or Leased Equipment.

Find out if your leased equipment can be moved by movers or by a leasing company



Get Delivery of E-Crates or Boxes

We rent E-Crates by the week or you can buy boxes and keep them.



Label Everything.

Furniture, Equipment and E-Crates and also label things that aren't going.



Staff pack and TCM Movers Pack

Get the packing done prior to moving.



IT Coordinates their part.

Setting up the new new network in your new location is imperative. Disconnection can be done by us.



Arrange Trash Clearance.

If you're having it disposed by us or a separate company, this is the time to get it done.



Happy That you Chose TCM.

By choosing The Commercial Movers, You're in good hands and you will be a lifelong customer.

Helpful

Information

Office Move

Contents in Furniture

The insides of desks, and cupboards also filing cabinets, book cases, shelving units and racking should be completely packed into your office moving crates or boxes.

Filing Cabinets

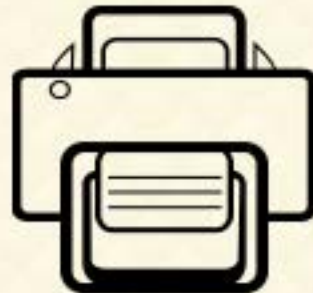
Four drawer can easily be moved without unpacking but if you have a double-sided filing cabinet that is four high you will need to unpack the top two drawers from the filing cabinet. If your move needs to go upstairs and the building does not have an elevator you may need to empty your cabinets. Filing cabinets can be locked and the keys retained by your personnel. If they cannot be locked please secure them with tape or string.



Computers and IT Equipment

Computers

The Commercial Movers can optionally pack up all desktop computers and associated equipment as you will see detailed in our initial proposal, unless alternative arrangements have been agreed with your project manager. In addition TCM can supply disconnection and reconnecting services should you require us to do so and order this service from our IT team.



Printers and Photocopier Machines

If you have large printers that need to be dismantled before the actual move begins. If you lease your photocopier you should definitely contact your leasing agent and double check to see if having us move it will null and void your lease agreement. Most lease agreements with equipment have this clause so make sure that you contact them and find out.



lb.

Vending Machines And Safes

lb.

Safe

It is important to know the weight of the safe, sometimes you will need to use a dolly which has a hydraulic jack system which makes the move safe. In certain cases the movement of safes may have to be scheduled separately. Special lifting equipment may also be needed. Your project manager will advise you of the best course of action. If Elevators are being used we must confirm that they can handle the weight if the safe is over 2000 pounds.



Vending Machines

Vending Machines should be empty because if condiments such as cans it can damage the tracking inside the unit. Depending on how big the vending machine is we will have to bring special equipment to transport it. But it isn't a problem, we move heavy items like this all the time.



Plants and E-Waste

TCM can move small plants in pots but ideally prefer staff to take them to the new premises. We do not ensure a plants survival during a move. Plants supplied on leasing arrangement are usually removed by the leasing company.



E-Waste is basically any electronics that are no longer in use or no longer operational. In the state of California it is against the law to throw these electronics into the trash due to the precious metals they contain. If you do get caught disposing of these items improperly their can be a hefty fine. Make sure that you communicate about these items to us and we will be more than happy to help with disposal of these items or you can use a third party e-waste company.

Plans and Drawings

Unless agreed in advance with our representative we will not move plan cabinets or the like with the contents in. Plans and drawings should be removed from the unit, rolled up and parceled by your team. TCM can provide extra long packing crates for these items.

Fixtures on the Wall

Any attachments on the walls or anything that needs to be taken down off of the walls should be previously agreed with our representative in advance of commencing your move. This could be whiteboards, pictures, lights or anything else that you can attach to a wall.

Personal Items

All personal items should be placed into security cases or e-crates. E-Crates have the ability to put a ziptie to lock the box tight for your security.

Final Preparations

Elevators

Organize the elevator in your building so that you have access to take control of the elevator if you need to. Most commercial buildings will place protective padding within the elevator so that it doesn't get damaged during a move so it's important that you let your building management know when you are moving. We do not have custom sized protection, so do not assume that it is on us to protect the elevator unless stated prior.

Access and Parking

If you need to book a loading dock within a building this needs to be done prior. Also if you need a parking dock for us to park the vehicles prior to the movers arriving. The Customer is responsible for any parking violations while the move is in process.

Building Insurance

Many corporate buildings require building insurance so that the building is an additional insurer on the insurance policy. This is an additional cost forwarded to you from the insurance company. It is an easy procedure but does take up to 24 hours to complete. So please communicate this ahead of time so we can have this filed and access is granted on moving day.



WE PROVIDE STORAGE

We have storage for record management, medical facilities, archived records, equipment, office furniture and any other storage moves you may need.



**Call Now For Any
Questions
(424) 238-2070**

