

10 TIPS FOR A



ELONTEC
Moving Business Forward

Joyful Move

01 START EARLY PLANNING:

Begin the planning process well in advance. This reduces stress and gives ample time to address any unexpected challenges.

02 HIRE A RELIABLE MOVING COMPANY:

Research and select a professional moving company with a proven track record. Having experts handle the heavy lifting can make the process much smoother. We have technology, furniture and moving divisions that can coordinate these major aspects of a move which makes a complex move more joyful.

03 CREATE A DETAILED MOVING CHECKLIST:

A checklist helps keep track of every task, from packing to setting up the new space, ensuring nothing is overlooked. See our recommended bonus move checklist!

04 INVOLVE YOUR TEAM:

Engage your employees in the process. Assign tasks and encourage them to participate in setting up the new office. It fosters teamwork and excitement.

05 DECLUTTER BEFORE THE MOVE:

Use the move as an opportunity to get rid of unnecessary items. This not only reduces the volume to be moved but also makes the new space more organized.

06 LABEL EVERYTHING CLEARLY:

Clearly label all boxes and furniture to ensure they end up in the correct rooms or departments. This makes unpacking easier and more efficient. We provide a move meeting for your team clearly explaining how to pack and label all items.

07 PRIORITIZE ESSENTIALS FOR DAY ONE:

Pack a separate box with essential items your team will need on the first day, like coffee makers, office supplies, and important documents.

08 CELEBRATE THE MOVE:

Plan a small celebration or welcome party once the move is complete. It's a great way to boost morale and help everyone settle in.

09 COMMUNICATE WITH THE CLIENTS AND VENDORS:

Inform clients, vendors, and partners about the move well in advance. Provide them with the new address and any changes in operations.

10 PRIORITIZE ESSENTIALS FOR DAY ONE:

Allow time for your team to adjust to the new environment. Encourage them to personalize their spaces, which can help everyone feel at home and more productive.

Timeline



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2 - 6 MONTHS BEFORE YOUR MOVE

- 6 months prior - secure commercial furniture company.
- 4 months - secure an internet/phone company or submit transfer request for the existing provider. This is key as you cannot run without technology. We can help if you need assistance.
- 3 months - secure a commercial relocation company.

1 - 2 WEEKS BEFORE YOUR MOVE

- We hold a move meeting with our clients to put a box-labeling system in place. Your new floor plan will be color coded by different floors or buildings then each office will have a number. You will also be able to color code any items that are to be donated or disposed of. You will be given color coded moving labels to number your boxes or items with the corresponding color label and number so that it gets moved to the right location.
- How's your packing going? If you are overwhelmed, check with your moving company for packing services. They will be happy to assist with as much or as little help as you need.
- Notify the post office, vendors, important contacts of your pending new address.
- Schedule utility services to be turned on at the new building and turned off at the old building. Be sure to allow some crossover time with electricity and water services so you can come back to the old location if needed for cleaning crew or walk-throughs.
- Cancel or forward any company newspaper or magazine subscriptions.
- Have a plan for either your internal IT personnel, IT vendor or our technology division for the technology portion of the move.
- Identify any large items that would not fit in an elevator and would need to be carried to floors by the movers.
- Work with property managers at both locations to ensure that any elevators can be dedicated to you and that no other maintenance is planned.
- Ensure that you get your COI to your new property manager, know if there are any rules about hours allotted and parking of moving trucks to move in or out.

ONE DAY BEFORE YOUR MOVE

- We recommend having employees put all sentimental/ valuable items in a separate box to be moved by them personally and removed the day prior.
- Shut down and disassemble all electronics. Blue painters tape works very well to label the individual wires. Put all cords and remotes in a box and label accordingly.
- If you're handling your own disassembles start a small box or bag for all misc hardware and pieces. Label accordingly.
- Make sure you have an open box or two available for last-minute items. Label them "open first".

DAY OF YOUR MOVE

- Have an ice chest for drinks and the refrigerator and freezer items. (Have cold drinks for yourself and employees, AZ moves are a bit tepid 😊)
- Have one single point of contact from your company to coordinate on move day.
- The IT team will be first and start by shutting everything down, properly packaging and will placed last, reconnected and verify connectivity.
- Double check closets, drawers, cabinets, bathrooms, storage, utilities room, server room/closet (attic & basement)
- All Employees "Be responsible for your own valuables" (ie: anything, cell phones, keys) These items can get lost or packed by accident.
- After everything is moved be sure to turn off the lights and double check that all doors and windows are secured. (If you have Security system or Alarm make sure to set it.)
- Create a lost and found area for any boxes where the labels have fallen off.
- Take a final walkthrough....breathe your almost done.
- Be prepared to pay for your services (food, drink, clean crew, tips) in cash, Visa, Mastercard or Discover, unless you have a pre-arranged payment in place.