

## RELOCATION SERVICES

Property Search 4U recommends the focus on two key areas when relocating a business.

### ***Relocation Consulting***

Unless the business includes employees experienced in and able to dedicate 100% of their time to the relocation project, the business should consider outsourcing this project – a critical one to the ongoing success of the business.

A consultant will work with you to manage the complexity of the relocation and provide the expertise in technical services and support, necessary to implement the most effective relocation solution for your business.

The following key steps are the basis for planning a relocation:

- Review facilities.
- Pre-project planning.
- Assemble project team.
- Define scope of relocation.
- Identify special requirements.
- Establish master relocation schedule.
- Hold regular coordination meetings.
- Space planning.
- Filing system analysis.
- Communication & change management.
- Coordinate technology integration.
- Select commercial or specialty relocation companies.
- Prepare relocation guides.
- Staff workshops.
- Supervise throughout physical relocation.
- Oversee deficiencies and fine-tuning.
- Asset management planning.
- Assist with facility decommissioning.

### **Key Benefits**

- Specific expertise in relocation management.
- Single point of contact for all project coordination.
- Seamless project delivery.
- Proven methodologies.
- Professional staff with diverse skills.
- Large and small project experience.

### ***Physical Relocation Management***

Management of all aspects of the relocation project is paramount to ensure a seamless transition to the new facility. Drawing on expertise and relocation methodologies, will enable you to coordinate all the relocation-related activities and maintain firm control over the project, ensuring the relocation is managed effectively and delivered on time and within budget.

- Experienced project management by professional project managers.
- Manage and deliver the project against the set objective.
- Create a robust framework within which the team can operate.
- Team approach.