

move management



End-to-end move support.

Whether you're moving your organization across town or across the country, or struggling with the burden of daily inter-office moves, Office Environments of New England can help. A facility solutions company that specializes in integrating furniture, audio visual technology and architectural systems, OE leverages our extensive facilities expertise to make sure your move is efficient, finely orchestrated—and free of surprises.

Relocations are complex, time-consuming projects that can have a major impact on productivity—and your bottom line—if not managed correctly. Our move management professionals will plan and oversee the moving process to ensure a smooth transition into new space.

Large or small, a successful move depends on attention to detail. The key to our successful moves: our experienced Move Project Managers, who serve as your single point of contact and carefully supervise every move-related activity. Your Move Project Manager works closely with you on upfront planning, budgeting, scheduling, floor plans, site preparation, communication to your employees, and of course, moving day execution.

Minimize downtime and maximize productivity with the help of an experienced move team

Reduce disruptions by streamlining the move process

Sustain low relocation costs through careful upfront planning



"From the planning phase to our actual move, the Office Environments team was very friendly, hard-working, accommodating and helpful. Most important was their speed: they moved everything and set up our office extremely quickly, which made moving day seamless."

— **Tanya Martin**, Manager
LMMER Group

the works.™

FURNITURE | AUDIO VISUAL | ARCHITECTURAL SYSTEMS



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Moving can put business on hold. Results-oriented and committed to a high level of service, OE's move management team helps your organization get back to work.

Services

Move Planning

We start by gaining a complete understanding of your needs, priorities and key dates, and then create a customized plan that defines the move strategy, budget, schedule and required manpower, trucks and other equipment.

Project Meetings

We make sure your relocation is effective and efficient through regular meetings with you and your various contractors to verify status and schedules that may impact your move.

Floor Plan Preparation & Distribution

Floor plans—which guide the flow of furniture, equipment and other materials into your new facility—are our roadmap for the move. We streamline moving day by providing your move team with color-coded, numbered floor plans based on project phases, floors and/or departments involved in the move.

Personnel Communications

Your Move Project Manager will orchestrate the creation of an internal move committee comprising key managers and staff. Working in conjunction with the committee, we will provide all appropriate personnel with move labels, tote boxes and moving instructions.

Placard Preparation & Placement

OE uses both graph and number placards as well as directional signage to guide the move team. One to two days before your move, your Move Project Manager will post your color-coded placards and floor plans in the proper locations.

"We were thrilled with the work completed by OE. Thanks for a great job and for making our team look so good."

— **Billie Ford**, Director of Purchasing
Elliot Hospital



Moving Day Management

On moving day, your Move Project Manager will be the first person on site and the last to leave. We'll ensure your move proceeds quickly, work with your team and your vendors to solve any issues that might arise, and keep the project on track.

Inter-office Move Management

We'll support day-to-day personnel moves by working with you to develop and oversee a process that guides each move and gets team members quickly situated in their new location.

**Contact your Account Representative or
James O'Hare, Move Project Management**

888.888.3737 | ohare@oene.com

Other Facilities Services:

- Product Selection
- Design Support
- Reconfiguration
- Project Management
- Asset Management
- Furniture Warehousing
- Delivery
- Installation
- Furniture Rental
- Service & Repair

"The OE team did an excellent job, making our relocation a success. Everyone in the office is pleased with the results. I look forward to working with them again for our next move."

— **Ann Veerapen**, Office Manager
Global Atlantic Partners