

IFMA Orange County  
Round Table Topics  
August 28, 2003

Relocations

Attendees:

Tom Cagley	Los Angeles Air Force Base
Mike Darger	CKE Restaurants
Ron Moyer	RMC Facilities Services, Inc.
Larry McLaughlin	McLaughlin and Associates
Mel Sturr	Los Angeles Chapter IFMA
Karen Copeland	Amerisource Bergen
Vida Reid	Master Financial Services
Dewayne Desrosiers	Tangram Interiors

Sponsors:

Elise Luckham, New Century Mortgage	Conference line
RMC Facilities Services, Inc.	Lunch

Topic: Relocations

We had in attendance several members who had coordinated relocations from 1 to 1700 individuals and it was more interesting hearing how each of them went about coordinating their moves from an original kick off meeting to the follow up day after the move. It was also interesting to find that none of the attendees had a resource to dispose of used furniture at a cost benefit to the Facilities Manager. The incentive to providing furniture to the liquidator is that they would completely clean out your building for the cost benefit of special items that could provide them income. We had handouts that were shared with each of us and are available from Jean Gardner at the administrative office. Jean can be contacted at 714-543-9482. The questions asked as part of our meeting are as follows:

Q. How do you get data and voice groups to work with you on a move?

A. The agreement with the group is that this is a group that really controls the timetable of the move. They are not the ones to coordinate the move they are only an integral part of the time line for the project. They must be involved through communication as well as being a part of the kick off meeting.

Q. Do you have a notice describing how to pack and label your relocated furniture and boxes?

A. Several attendees had handouts on how they communicate with the relocated employees and pictures of where to label each kind of furniture and box requirement.

Q. Do you have a cost per move for a standard for your company?

A. It seems like the range was between \$100.00 to \$250.00 depending on the department to be relocated and the amount of furniture or boxes to be moved. As the amount of people to be moved went up the unit price went down. It was also noted that the cabling price was also dropping in relation to a few years ago.

Q. Do you use a move matrix "To and From" for the move?

A. Again several examples were shared with the group including a colored matrix for quick review.

Q. What is the format for your relocation kick off meeting and whom do you invite?

A. Communication is the key to a successful relocation. You need to invite every one who may have a part in the relocated individuals including Security, Administrative services, Human Resources, IT group, purchasing, and the department heads and designated team leader for each group to be relocated.

Q. When do you outsource your move verses handling it in the house?

A. The group used about 10 as an in-house move unless the furniture location required outside installers or movers.

Q. Do you have an overall layout showing expansion space by department for your facility?

A. The closest thing the group had was a spreadsheet showing layoffs and new hires by department and occupants of offices and cubicle so this individual could say how many open offices or cubes she had at any given time.

Q. Do you request a feedback from the relocated employees in the quality of your move?

A. Only one member of the group had a document for reporting quality of the move. Others stated that they gave extensive coverage on the Monday after the move to assure customer satisfaction to the move.

Handouts were available at the meeting and are also available from IFMA OC library. If interested, please contact Kathy Reid, our Resource Library Chairperson, or Jean Gardner, OC IFMA's administrative person, at 714-543-9482.