# With a commercial relocation **planning is everything ...**



## Make sure your plans include a professional moving company.

WRG Members set the standard in commercial relocation and are certified to the *BS 8522 Commercial Moving Standard ensuring strict quality standards are met.*

QUALITY ASSURED SERVICE STANDARDS
COMMERCIAL MOVING
BS 8522

WRG
Workplace Relocation Group

www.bar.co.uk/why-use-a-wrg-member



# Good decision making requires knowledge and confidence

**The Workplace Relocation Group (WRG) is a dedicated group of companies within the British Association of Removers (BAR) that specialises in all aspects of workplace relocations and whose branch network covers the whole of the UK.**

In fact, fewer than 60 companies in the UK can claim to meet the stringent membership criteria and high standards required as **every WRG Member must be certified to the BS 8522 Commercial Moving standard.**

All WRG members have the knowledge and experience to guide you through every stage of a relocation or office churn. They have all demonstrated their ability to manage and execute the movement of goods from office and business premises efficiently, effectively and without unnecessary disruption to their clients businesses and they are all inspected on a regular basis to ensure that standard of their facilities, equipment and expertise remains at the highest level.

But more than that, every single member of the WRG is committed to the improvement of the industry and meeting the challenges of an ever developing business environment.

**If you're planning a commercial relocation be sure to approach a partner you can trust.**

WRG Members specialise in every sector of business and workplace moving including:

Education & Training, Hospitality, Leisure & Tourism, Banking, Accountancy & Finance, Heritage & Arts, Media & Publishing, Retail & Food, Public Services & Community, Healthcare & Hospitals, Laboratories & Pharmaceutical, Insurance & Legal, Construction & Property Management, Technology & Telecommunications, Automotive & Transport, Local & National Government, Utility & Energy Solutions, Wholesale & Distribution



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**If you're looking for a workplace relocation specialist, look for the badge**

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# Workplace relocations can be a daunting task

Moving premises is a major undertaking for any company, and is not simply a question of manpower and moving desks & filing cabinets. A change of workplace or office can be a time consuming and complicated process involving many people at different stages for different reasons. Whether it's an office, library or hospital ward, it is a complex logistical exercise which demands the involvement of professional expertise.

## Planning is the key

The most successful moves are achieved through partnership, trust and a complete understanding of the needs of the company moving.

It requires meticulous planning and faultless execution if the job is to be completed correctly, on time and to budget.

Workplace relocation companies should be involved right from the start, so the Mover can provide an initial study on the feasibility and cost of the project.

This will aid the overall planning process, establishing the amount of time the move will take, the likely disruption to the business, and the level of direct involvement required by the company's staff.

If required the Mover can continue to manage the entire project through to completion, so overall responsibility remains in one place, avoiding any confusion during the move, and allowing senior management and staff to concentrate on attending to their own business functions.

A good plan will include specific timings for the various aspects of the move. The IT department may well dictate the precise schedule of the move. Your WRG Member will be experienced in managing this, as well as handling the decommissioning and reinstallation of IT equipment, even those forming sophisticated networks.

## Good planning takes experience

No matter how conscientious in-house staff may be, if they're doing it for the first time, mistakes can be made. Just a single hour lost in today's tough economic conditions can be costly!

A file audit will identify the type (and volume) of all filing systems in the building; especially vital if old storage systems are being replaced with new.

Most workplace movers now offer a range of modern, safe storage options for furniture, high-value equipment and the archiving of its records and sensitive documents.

A space audit will identify, and enable planning for, the layout of each office to take account of the existing (and new) furniture and other requirements of the business.

## Dedicated WRG website

The Workplace Relocation Group have a dedicated website to assist you with all of your workplace relocation needs. Visit www.bar.co.uk/why-use-a-wrg-member for relocation tips, guides, advice tender templates and to find your nearest accredited WRG Member.

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# Planning the move

## Preparation

Before you start, be certain what has to go, what needs storage or what needs to be disposed of. A thorough evaluation of furniture and equipment is helpful to both parties. Produce a written statement, which can be referred to by both parties.

## Be realistic

Do you really need more than three or four companies to tender? Having more than this takes up a lot of time and unnecessary expense for both your company and the moving company. It is also highly unlikely that each company will be quoting on precisely the same parameters so your eventual estimate will not be as accurate as it should be.

## Accuracy

Take each moving contractor around your premises separately, making sure that the same member of your staff carries out this exercise each time. The specification given to each contractor should be consistent as this will help you evaluate the proposals put forward.

## Constraints

It is essential that factors affecting freedom of movement are known to the contractors. You should provide full details of lifts, parking facilities/restrictions and any limitation on hours of operation at both origin and destination.

## Timing

Agree a timetable and programme within your own company and then commit it to writing, supplying a copy to each moving contractor. Bear in mind that Summer and weekends are peak periods in the moving industry - you will save a lot of money by planning your timetable carefully. Give as much notice as possible, as both sides need time for planning.

## Quotation

Be sure the proposal details the following:

- A full description of the services to be provided
- A statement of the company's commitment and experience
- A statement on the quality and availability of crews
- A schedule of equipment and its availability
- A schedule of quantities
- The proposed timetable and programme
- Any relevant exclusions from the price details of proposed insurance coverage
- Details of any special features (e.g. financial bonding)
- Total cost of relocation
- Some comparable performance references

You should expect a range of +/- 20% in the prices quoted. Anything more than this probably means that you are not getting a 'like for like' quotation. Beware of buying on price alone. What matters most is a successful result. A disastrous move for a few pounds less is worse than no move at all.

## Evaluation

Rather than accept customers' references at face value, we recommend you visit the prospective mover's facility. This will give you an excellent first hand opportunity to see their standards of cleanliness, maintenance and professionalism, allowing you to further assess their suitability.