Cresa Move Management Process

Assumptions

Lease is Signed and Executed



Permits Filed

and/or Obtained

Contractor(s) Selected

Construction Scheduled: Typically Ranges between 12-16 Weeks



It's important to note that being proactive and communicative is important throughout any moving process, but cannot properly occur until the assumptions listed above are met.

Steps & Timing

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workstation

personnel

Seat Assianments

As Soon as the Design is Approved

• Enable the planning for relocating

Move Planning

At Least 6 Weeks Prior to Move

Set Move-Day / Schedule Movers

• Establish Internal Move - Captain & Move-Committee

• Schedule Ongoing Status Meetings with Move Team

(Usually One or More Persons / HR Personnel / Managers)

• Assign names to each office &

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Utilities

Days After Lease Execution
• Update/Change

- Service Providers
- Electrical
- Gas
- Water

Move Vendor Bid

- At Least 2-3 Months Prior to Move • Submit RFPs to Move Vendors • Schedule Walkthroughs of Current
- and New Space
- Review & Approve Scope & Pricing



Packing Instructions At Least 2 weeks Prior to Move

Cartons: All articles should be packed in cartons provided by the mover. Special containers are available for electronics, bulk supplies, lamps and breakables.

Personal Items: The Move Team is not responsible for your personal possessions (money, photos, laptops, etc). For personal protection, please move such items privately.

Computers, printers and equipment, should not be packed in cartons. These will be moved in separate bins. Accessories/cords will be disconnected and placed in computer bags.

Office Furniture: All desks and work surface drawers, must be emptied and their contents secured in cartons. Furniture will be tagged for employees and relocated accordingly. **Telephones** will be handled by the phone company/telecom personnel.

Special Equipment such as copy machines, fax machines, mail room machines, etc. will be moved by the vendor (unless covered under lease agreement).

Security/Confidential Files: Confidential & personnel files, financial records, or items generally kept in a fire-proof container will be moved with contents intact. The container will remain locked. Keys can privately moved or handed to the security manager.

File Cabinets and Drawers: Lateral file cabinets must contents removed from the top two or three drawers. Vertical file cabinets can be moved with their contents intact. The Move Captain should be notified of special and/or sensitive files. Flat File Cabinets will be prep and relocated by the mover.

Furniture, Fixtures and Equipment

- Identify opportunities to reuse existing equipment

Within 2 Weeks of the Desian Approval

- Order additional equipment as needed

- Determine scope of needs

Audio/Video

• Order items (Lead time can take 8-12 weeks)

Keys: Tape your desk keys to the interior of the center drawer, and leave all drawers unlocked. Tape your file cabinet keys to the top of the file cabinet with masking tape, in a "cross" fashion (X).

Loose Materials: Paper clips, pens and pencils, rubber-bands, and all other loose materials should be put in sealed plastic bags and packed in cartons.

Bookcases, Displays, Etc: Contents should be packed in cartons.

Plants owned by the company will be moved by the mover or the plant company. Personal plants should be handled by employees prior to the move.

Miscellaneous: Be sure to pack desk clocks, calendars, stamps, bookends

Provide Internal Communications

- with Packing & Move Instructions:
- Periodic Communications
- Identify Hard Dates & Timing for Packing/ Office Closure
- Set Date/Time for Employee Occupancy

k Housekeeping: Help the move process along by getting rid of old files, copies,



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- Promote the Move via External/Internal Communications
 Clients / Vendors / Professional Service Providers, etc.
- Update Stationery / Business Cards
- Google Maps Online Location/Presence

and any other remaining loose items in cartons. If special packing is required, please notify the Move Captain.

Tagging/Marking Moving Labels Employees will be provided with a supply of labels for coding requirements. Individual colors and numbers can be obtained from the Move Captain.

Label Placement: Place all labels in the proper place on all cartons and on equipment. The Moving Team requires uniformity of label placement to efficiently place your cartons, furniture, and equipment in your new location.

Do Not Move labels should be applied to items that will not be relocated, helping to eliminate unnecessary moving expenses while streamlining the move. notes, reports and any other old materials that are no longer needed.

Post-Move: Employees' first concern will be to get unpacked and back to a normal operating routine as quickly as possible. Requests for minor services will be handled as received. Do not shift any furniture or equipment without notifying the Move Committee.

Once employees have completed unpacking, break the cartons down and place them in an agreed-upon area for the Moving Committee to safely remove.

Once you are in your new location, notify the Move Team and Move Captain of any problems or concerns. These could include misplaced cartons or equipment, telephone issues, lack of power at an outlet, damaged furniture, etc.

Cresa Project Management

No Conflicts of Interest

Cresa is committed to acting as an unbiased and conflict-free partner. By exclusively representing occupiers, our approach to selecting the right location for your business isn't influenced by landlords or developers.

Cresa Business-focused	Priority rests with business vision	lowest	iate to cost of onents	Integrate team (clie advisors, p managem	ent, roject	Client controls design/constructio contract negotiations	n	Full transparency over capital stack (occupier's options to invest, achieve incentives, abatements)
VS.								
Developer Building-focused	Priority rests with owner/investor interests	lowest	iate to t cost/ nest e return	Competition between developers		Developer controls design/constructio contract negotiations		Lack of transparency over capital stack (outside investors, incentives, abatements)
Process Matters Image: Constraint of the system o		otiation	tion 3. Design Project Team Assembly		4. Construction Construction		5. Move Relocation Management	
Discovering where you are no and where you're headed.	•		Bringing the right people together for your project. Design Finessing the budget and schedule		Executing your design. FF&E Determining your furniture needs, respective to the program, audio		Helping you get moved and settled into your new workplace. Close Out Wrapping up every detail of the	

as we prepare for the project.

visual and IT.



What We Provide

Cost control, budget tracking & schedule monitoring.

We keep you informed of where your dollars are being spent as we supervise the progress of your project.

Document control.

We ensure the paperwork, across all professional service providers, aligns with your project's goals.



Occupier-centric.

We empower our clients with unbiased, conflict-free counsel.



Competitive advantage.

We bring a transparency to our partnerships that our competitors cannot.

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project and closing the books.

Strategic partnerships.

Our integrated teams and industry relationships have established systems and processes which that enhance our service delivery.

Risk mitigation.

We implementing proactive safety and communication protocols and stay ahead of anticipated risks and exposure.

