

The Move Process

First Step Before Move

Current Premises

- Select Core Relocation Team
- DRES selects Relocation Management Firm
- Develop Relocation Project Log and Schedule
- Move Coordinators Kick-off
- Release internal & external communication
- Establish/define Document Retention Program
- Initiate and implement Purge Program – disposal, recycling, or removal of work product, marketing materials, obsolete furniture and equipment.
- Identify on and off site storage issues
- Inventory Reuse Furniture and Equipment.

Second Step Before Move

Current Premises

- Introduce District Services-CAH/Art Program, OCP/Personal Property Disposal, RS/Vending
- Communicate and implement *Agency Document Retention Program*
- Implement File Plan Strategy – mapping existing files and libraries to new space
- Initiate seating assignments
- Continue to Purge

Third Step Before Move

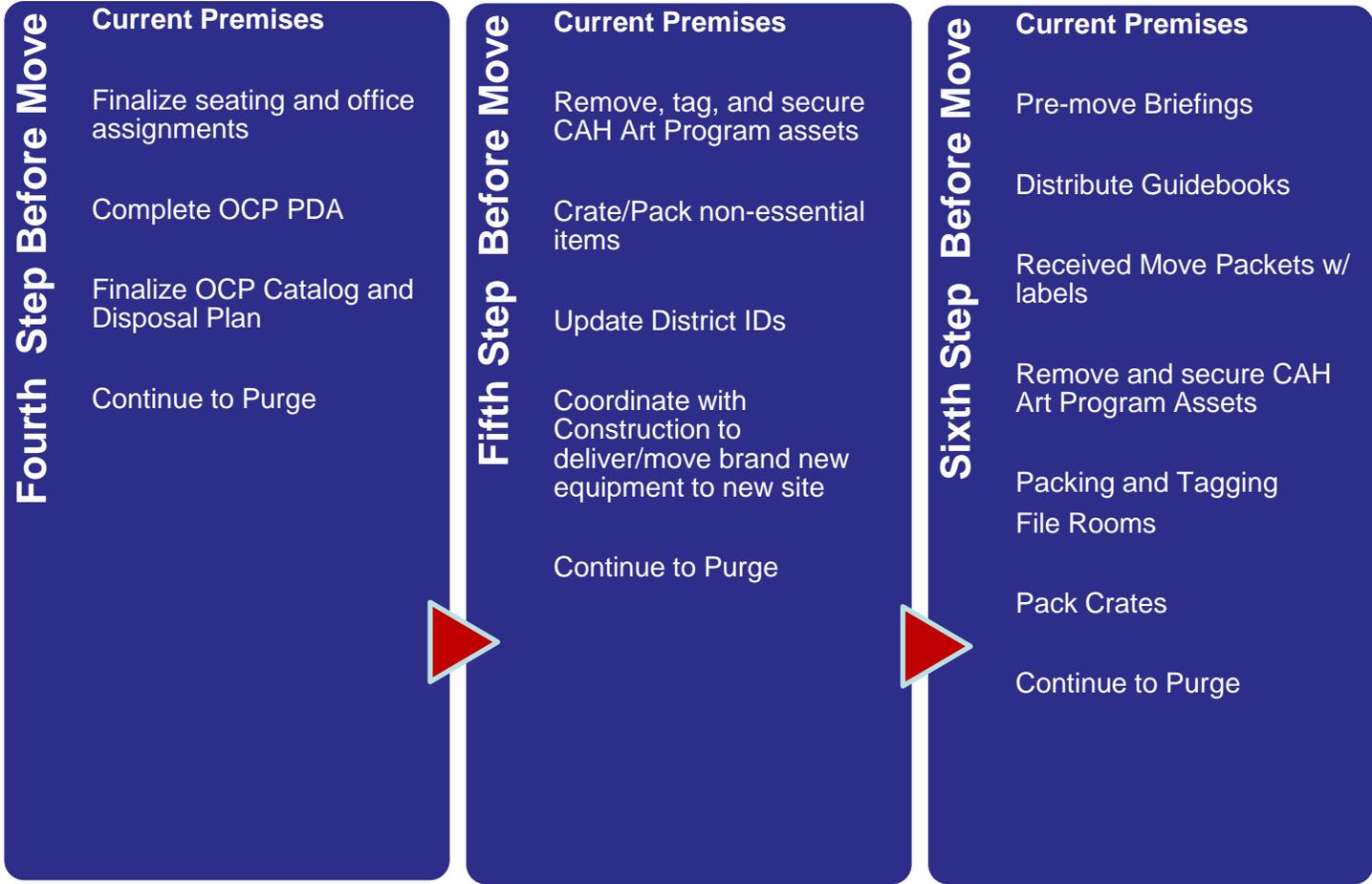
Current Premises

- Procure items to meet DC Green Building requirement (Multi-ports and Mini-bins)
- Implement File Plan Strategy
- Initiate seating assignments
- Select Vending Mix
- Develop recycling plan
- Finalize Move Logistics Plan
- DRES selects Moving firm
- Continue to Purge

PRACTICAL
ADAPTABLE
HELPFUL
INTEGRATED
HOLISTIC
SUSTAINABLE
COMPREHENSIVE
PRODUCTIVITY
STATE-OF-THE-ART
PROFESSIONAL
FORWARD-THINKING
FUNCTIONAL
FORWARD-LOOKING
CUSTOMER-FOCUSED
PERFORMANCE-ORIENTED
STRONG
CHANGING
INNOVATIVE
FLEXIBLE
APPROACHABLE
GREEN
ORGANIZED
PRODUCTIVE
FOCUSED
FORMAL
SUPPORT
EXTENSIVE
WELCOMING
ENERGETIC
MODERN



The Move Process



PRACTICAL
ADAPTABLE
HELPFUL
INTEGRATED
HOLISTIC
SUSTAINABLE
COMPREHENSIVE
PRODUCTIVITY
STATE-OF-THE-ART
PROFESSIONAL
FORWARD-THINKING
FUNCTIONAL
FORWARD-LOOKING
CUSTOMER-FOCUSED
PERFORMANCE-ORIENTED
STRONG
CHANGING
INNOVATIVE
FLEXIBLE
APPROACHABLE
GREEN
ORGANIZED
PRODUCTIVE
FOCUSED
FORMAL
SUPPORTIVE
EXTENSIVE
LIFELONG
WELCOMING
ENERGETIC
MODERN



The Move Process

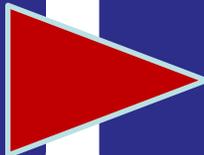


MOVE DAY

Current Premises

- Crates Packed and Ready to Go
- Employee Check-out until 5:00pm
- Employee departure 5:00pm
- PC Disconnect begins at 5:00pm
- Implement telephone migration
- Transporting and Relocating Items and Reuse Furniture to new site

Next Business Day After Move Day



New Premises

- Welcome to your new address
- Help Desk
- Unpack Crates
- PC login, testing, printer networking
- Stocking storage and filing areas

PRACTICAL
ADAPTABLE
HELPFUL
INTEGRATED
HOLISTIC
SUSTAINABLE
COMPREHENSIVE
PRODUCTIVITY
STATE-OF-THE-
ART
PROFESSIONAL
FORWARD
-THINKING
FUNCTIONAL
FORWARD-
LOOKING
CUSTOMER-
FOCUSED
PERFORMANCE-
ORIENTED
STRONG
CHANGING
INNOVATIVE
FLEXIBLE
APPROACHABLE
GREEN
ORGANIZED
PRODUCTIVE
FOCUSED
FORMAL
SMART
EXTENSIVE
LIFELONG
WELCOMING
ENERGETIC
MODERN

