# Agency Moves Process

## The Move Process

### First Step Before Move

**Current Premises**

Select Core Relocation Team

**DGS 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

**DGS selects Moving firm**

Continue to Purge

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### Fourth Step Before Move

**Current Premises**

- Finalize seating and office assignments
- Complete OCP PDA
- Finalize OCP Catalog and Disposal Plan
- Continue to Purge

### Fifth Step Before Move

**Current Premises**

- Remove, tag, and secure CAH Art Program assets
- Crate/Pack non-essential items
- Update District IDs
- Coordinate with Construction to deliver/move brand new equipment to new site
- Continue to Purge

### Sixth Step Before Move

**Current Premises**

- Pre-move Briefings
- Distribute Guidebooks
- Received Move Packets w/ labels
- Remove and secure CAH Art Program Assets
- Packing and Tagging File Rooms
- Pack Crates
- Continue to Purge

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### 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