

Admiral Movers: Simplify Your Montgomery Office Move With a Moving Checklist

Written by Australian Business

MONTGOMERY, AL, September 22, 2013 **/24-7PressRelease/** -- The success of your office move depends on two factors: your preparedness and the partnership your office makes with a professional Montgomery office mover such as Admiral Movers. Regardless of size, relocating an office is a lot more complicated than moving a residence. Detailed preparation is essential, so making an office moving checklist will ensure the move goes as smoothly as possible. A checklist keeps you on task, helps you decide what tasks can be assigned to other staff members, and helps you communicate more effectively with your office mover.

First Things First Before you start making your office moving checklist you need to determine the timeframe of the relocation process. Putting together a detailed schedule is important to establish how much pre-planning time you'll have, the expected duration of the move itself, and the time you will need to get reassembled and organized after the move. Be realistic with your timeframe as you assess the amount of physical property, equipment, furniture, inventory, and people that will need to be moved. A professional Montgomery office mover like Admiral Movers with experience relocating offices like yours can help perform this assessment to ensure you plan properly.

Notify Your Customers Most customers understand that moving is sometimes a part of doing business, but it's important that you give them plenty of warning about any anticipated downtime. Add notifying customers to your office moving checklist so you can remember to let them know there may be lapses in communication during the main moving days.

Determine Placement Another important part of your office moving checklist is determining the placement of your furniture and equipment in the new office space. Share a copy of the floor plan with your Montgomery office movers and make sure they are clear about the specific location for everything. The last thing you want to do is have to move large, heavy items twice. An approved furniture orientation plan should be completed and distributed to all applicable staff and departments a few weeks before the move. Determine the placement for desks, computers, printers, and network adapters, and check with utility companies to see if you need any special installation completed before the move.

Create Teams There is no way you can plan an office move on your own. No matter how small the operation, you need someone by your side to assist you—even if that is a representative from your Montgomery office mover. Identify which coworkers or employees will handle tasks associated with the move and which will focus on day-to-day operations. Establish teams in charge of specific tasks. Breaking up tasks into multiple teams enables you to get the help you need without reducing employee productivity. You should also determine a vendor liaison that will be in charge of correspondence with all vendors—including movers.

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Work With a Reputable Office Moving Service Relocating an office is a big job for most companies, but working with an experienced, skilled, and reputable Montgomery office mover such as Admiral Movers can significantly reduce the hassles and soft costs associated with moving yourself. A professional office moving service uses state-of-the-art equipment and innovative moving practices to help you move your office with as little interruption as possible.

You should also consider working with an office moving company that offers green disposal services, records management and storage, and secure chain-of-custody moving procedures for all of your files. The more services you can combine into one, the less resources and money you'll spend.

If your company is planning an office relocation, you can count on Admiral Movers to help you complete every item on your office moving checklist. Admiral Movers is an experienced and reliable Montgomery office mover that helps businesses—large and small—relocate their offices without opening the door to future liabilities.

Admiral Movers' sister company, Admiral Records Management, also offers records storage, document management, and destruction services so you can get all of your moving needs met with a total move management solution. Call 877.816.5430 for more information or visit the leading Montgomery office movers at <http://www.AdmiralMovers.com> and <http://www.AdmiralRecordsManagement.com>.

Scott McNelley is the CEO of Admiral Movers and Admiral Records Management. Known as the elite residential and commercial moving company in Montgomery, Alabama, Admiral Movers specializes in total office move management. Admiral Records Management is Montgomery's leading expert in secure chain of custody and records transfer, shredding, scanning, and document storage. Together, Admiral Movers and Admiral Records Management provide organizations with comprehensive move management solutions that not only include moving physical assets, but also the sensitive information that must be diligently protected during an office move to reduce client liability and prevent data breaches. With 25 years of experience, Scott McNelley and his team enable clients to rest easier knowing all of their property and private data are moved securely on time, every time. Visit <http://www.AdmiralMovers.com> or <http://www.AdmiralRecordsManagement.com> to learn more or call 877.816.3454 to start your Montgomery office move today.