



TIP SHEET

Furniture Transition

**FURNITURE TRANSITION CAN BE TRICKY,
BUT IT'S IMPORTANT TO GET IT RIGHT.**

MAIN FURNITURE ITEMS

- ✓ Identify furniture items to reuse at the new office.
- ✓ Determine whether to purchase supplemental items or all new furniture.
- ✓ Determine how to dispose of any excess items.
- ✓ Identify installation requirements for furniture.
- ✓ If you have cubicles, determine how to reconfigure for the new office and whether you need additional parts, permits, and cabling.
- ✓ Create furniture layouts for the movers and a labeling system.
- ✓ Handle file and storage needs for staff.

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FURNITURE DOs

Do take inventory of all existing furniture and assess what can be reused at the new office. Consider whether to purchase supplemental items or new furniture to best accommodate the new facility.

Do consider storage needs for individual staff members and for departments where files, inventories and supplies are located in common areas. Determine how much space is available for storage and where at the new site.

Do create a labeling system and tag each furniture item so that everything is placed in the right locations at the new office.

Do create furniture layouts for staff offices and other rooms so that the movers know exactly how to place the furniture at the new location.

Do take into account the special needs for moving cubicles, which usually require that the furniture be reconfigured for the new space, and could include ordering new parts, obtaining special permits and installing cabling specific to the new configurations.

FURNITURE DON'Ts

Don't assume you can move all of your furniture 'as is' to the new office. You might have left-return desks that won't fit properly in a new staff office or a conference table that may be too small for a new meeting room.

Don't bring shabby-looking furniture to the new office. It has a tendency to look worse in the new environment. Hire a furniture refurbisher to spruce it up or purchase new furniture that complements the new space.

Don't underestimate the amount of time involved with purchasing new furniture. A bulk purchase like this takes time and can delay your relocation if not done well in advance of the move date.

Don't forget to assess your need for small furniture items, such as trash cans, plastic floor protectors and white boards. Move only what looks good. These are low-cost items that can easily be replaced.