

RELEVANT EXPERIENCE

Jefferson Center

Comprehensive Relocation Management

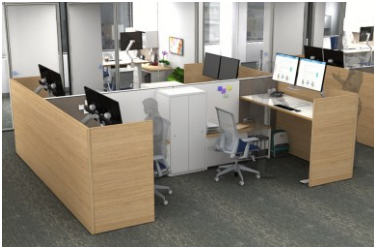
Philadelphia / Abington / Lansdale & NJ

Facility Strategies Comprehensive Move Management included:

- Kickoff and Goal Setting
- Move Scope and Planning
- Bidding and Procurement (Moving Services)
- Communication Planning, Graphic Design & Execution
- Move Supervision and Help Desk
- Decommissioning of Origination sites

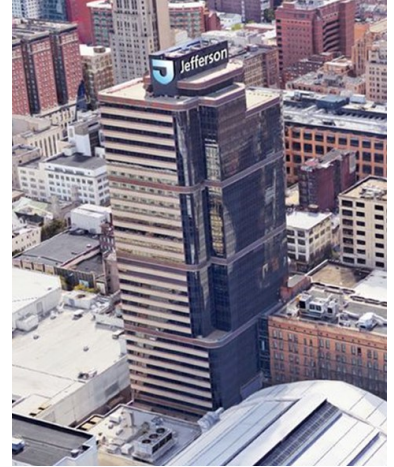
Facility Strategies was on-boarded ten weeks prior to the initial move. This created a fast-paced process of developing a process that included the Information Systems and Technology, Security, Building Management regarding loading dock and freight elevator scheduling and three furniture dealers regarding installation. FS chaired weekly meetings to establish the move schedule and ensure all aspects of the relocation were coordinated. FS met with each departmental Move Captain to determine issues unique to their department and managed the details at the origination sites including freight elevator reservation and filing insurance certificates.

All moves were executed utilizing union labor and completed during the week to minimize cost.



Facility Strategies developed and staffed a real time 'Resolution Desk' or 'Help Desk' the morning that each department arrived at the new Jefferson Tower. Issues were collected and sent 'real time' to the responsible party to resolve with a triage approach. Minimizing disruption to operations was a top priority.

Included in the FS contract was the development, design and printing of a Communications Package that included 'Protocol for Open Office Etiquette', 'Relocation Guide' and a 'Welcome Package'. FS reached out to the Reading Terminal Market who provided "Welcome Gift Bags" that also contained coupons to various merchants in the market.



- Comprehensive Relocation Management
- Chair weekly meetings to coordinate and schedule Info Tech, Security, Building Management & (3) Furniture Dealers
- Develop, Design & Print 7 of a Welcome Package for each employee
- 14 Floors; 225,000 SF
- 750 Jefferson Employees
- Timeframe: 5 months

Project Team:

- Architect: FC Architects
- GC: C. Erickson & Sons Inc.
- Graphics: Desvernine Design
- Mover: T&N Van Service
Wayne Moving & Storage

Healthcare



Reference:

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