

RELEVANT EXPERIENCE

Jefferson Center

Comprehensive Relocation Management

Philadelphia / Abington / Lansdale & NJ

Consolidation of Administrative and Corporate Services from (8) Center City locations and (7) Suburban locations including Abington, Jefferson Northeast and Jefferson Health NJ



Jefferson

Philadelphia University +
Thomas Jefferson University

HOME OF SIDNEY KIMMEL MEDICAL COLLEGE

Graphic Design Services included:

- Floor plans with names and workstation numbers
- Etiquette for an Open Environment
- Relocation Folders that includes 'Packing Instructions'
- Real-time Help Desk on Move Day



PRE-MOVE "PURGE" CAMPAIGN

Technology has allowed us to become less dependent on traditional filing and the retention of hard copies. Therefore, this is the perfect opportunity to purge. Many file cabinets are filled with redundant copies of what is available electronically, and can be discarded. Now is the time to purge anything that is not essential or available electronically. It will be much easier to purge as you are packing. The new workplace environment may not have additional file storage other than your workstation.

PURGING AND SHREDDING

In preparation for the move, please begin to archive, purge or shred any files that are no longer relevant. Please contact your Move Captain regarding file retention policies. Your Move Captain can also assist in securing purge bins and secure shredding bins for sensitive documents to ensure that they are destroyed in compliance with your company policy.



CRATES AND MOVING LABELS

Crates will be distributed to you and your department two weeks prior to your move to give you adequate time to pack. You will also be receiving moving labels in a particularly color. The exact color will be determined closer to the move. Please use a medium point black sharpie to mark the labels. The label should include your designation address and # of total of crates.



- Comprehensive Relocation Management
- Chair weekly meetings to coordinate and schedule Info Tech, Security, Building Management & (3) Furniture Dealers
- Develop, Design & Print a 'How to Pack' & a Welcome Package for each employee
- 14 Floors; 225,000 SF
- 750 Jefferson Employees
- Timeframe: 6 months

Project Team:

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