

Move Management and Small Works

*Furniture Re-configuration
Space Planning Services
Crate Rental
Overnight Service
Storage
Furniture Refurbishment*

SBWorkspace

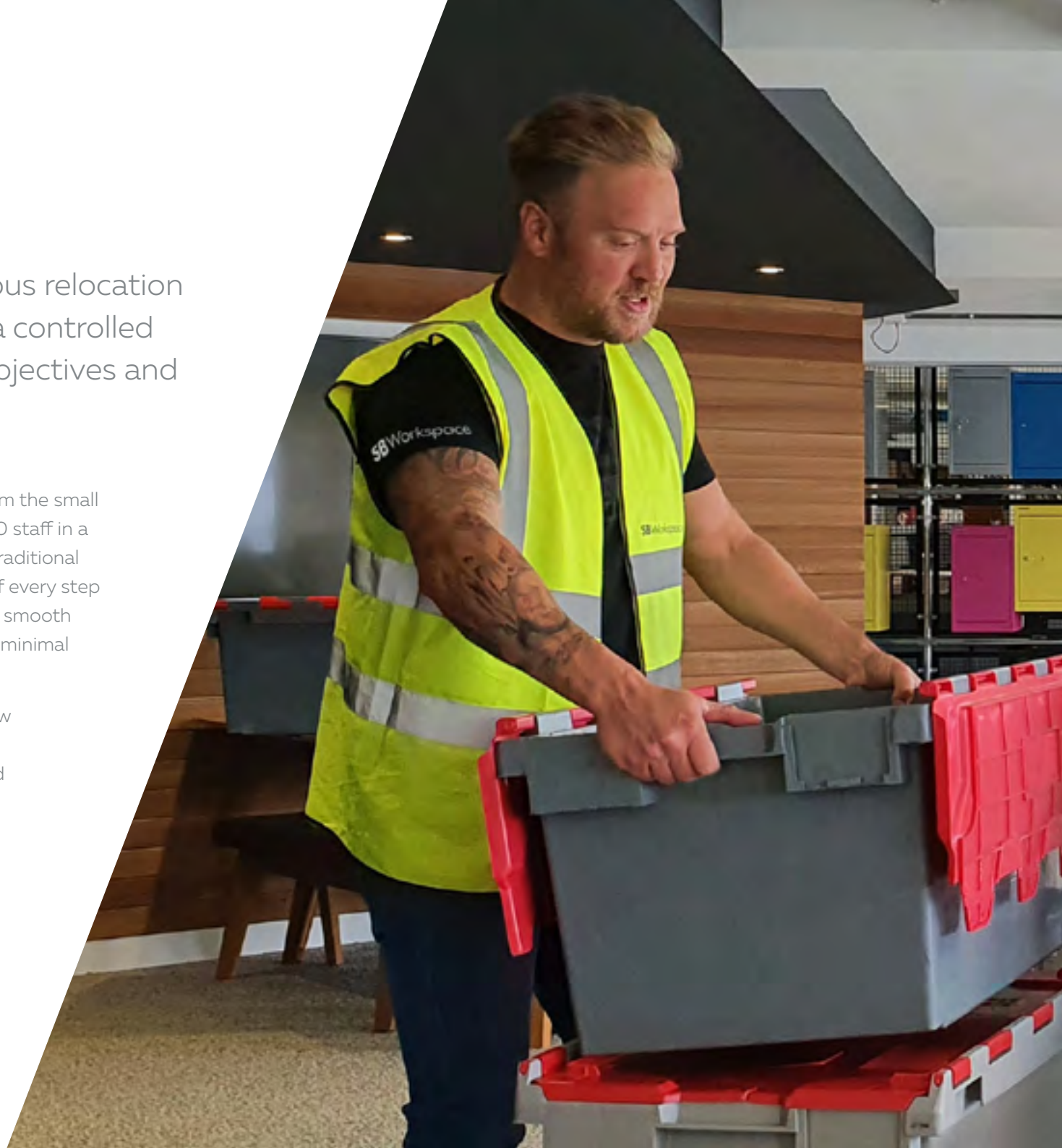


Introduction

SB Workspace has overseen numerous relocation projects since 2009 and can install a controlled and efficient plan that meets your objectives and gives you peace of mind.

We are experienced in relocating commercial premises from the small office of 2 – 5 people up to large corporate moves of 1000 staff in a weekend. We understand that a tailor-made service and traditional values are key, ensuring we are there for you taking care of every step of your move. Our relocation specialists will guarantee the smooth running of your project – on time, within budget and with minimal disruption to your office.

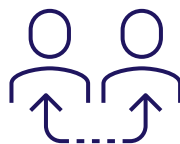
We have a solution to your relocation needs no matter how large, small, complex or specific. Our relocation specialist will work with your team to think through, co-ordinate and handle every aspect from start to finish to ensure the relocation runs smoothly.





Why SB Workspace?

Stress-free transition



Project management, planning and implementation are the backbone of the SB Workspace move service. Our experienced team will ease the workplace and pressure to ensure your office relocation is a smooth, stress free transition.

Save time, money and energy



Relocating your business to other premises is a massive undertaking. To the uninitiated, this thankless task can be an overwhelming burden that zaps your time and energy. Put your staff resources to better use.

Smooth process



Relocating your business can be disruptive to operations unless it is executed properly. When we relocate your business, we aim for zero disruption to your day. Let us manage your move and your people will be able to continue working with barely a change to their daily routine.

Our people



Good people are at the heart of everything that we do. Experienced staff ensures we deliver the highest levels of personal care, customer service and attention to detail.



Our services



Move Management and Small Works

As part of getting the workplace ready for employees to return, it may be necessary to make adaptations to the current environment. This could include moving desks, furniture, and undertaking simple floor box moves. Comprehensive project management, experienced move coordination, skilled space planning and efficient administration all make sure your move runs as smoothly as planned.



Furniture Re-configuration

To assist with your relocation, we offer various furniture solutions to include: furniture configuration, furniture recycling and furniture delivery and installation. We can dismantle, move and rebuild existing furniture as part of a client's relocation.



Space Planning Services

Achieving the maximum use and efficiency of your space is crucial to the success of your move and the future of your business. We can advise on this and make sure you're compliant, as well as bring new ways of working to the environment.



Overnight Service

We can offer an overnight change services which means that we won't disturb anyone or break social distancing guidelines as we churn the office.



Crate Rental

We can provide crate rental to help in moving smaller items safely and securely. After your move, they can even be used to help with storage of your items in-house. We can provide crates, roll cages and cartons as required for any length of time and as part of the contract.



Storage

We offer storage solutions in conjunction with any office relocation project to streamline any move. Short-term or long-term solutions help create space if you are completing a re-stack or if you are simply looking to consolidate deliveries of new items to site from multiple contractors in order that this can be completed in just one delivery. The move teams can also move any surplus furniture to an on-site or offsite store.



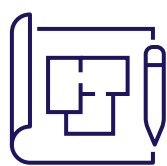
Furniture Refurbishment

Whilst furniture product is off-site or not being used so heavily, we can refurbish or clean it so that it is ready to enter the workplace when required.



Our Process

Our Process



1 >>>

2 >>>

3 >>>

4 >>>

5 >>>

Select the team

Select a small project planning team and hire a 'move-team' who can assist you throughout the whole process and help you to create your office move plan.

Set the timeline

We will help you to brainstorm and determine all the key dates including the preferred move date, start and finish times, and final date for completion of the move.

Agree the layout

We will help with any design and drawing layouts that need to be created. We will make scale plans of the new office layout, showing where to place furniture and equipment

Organise the process

Every task will be listed that must be done to complete the move including who will be responsible for each one, and when the task should be completed.

On the day

We will place the crates where they need to be, label them up and then move them where they need to go in the new workplace.

Our top #movehacks



1. Get sorted early

Sort through the content of your office weeks or months before you move – don't take clutter with you. Aim for a minimum 25% declutter. Consider 'clear out Fridays'.



2. Critical files, data and items

Establish what files are critical and who is responsible for packing. Typically they will be personnel and finance files. Think about security tags for each crate.



3. Labelling the crates

Clear labelling on all crates gives the move management team absolute clarity on where boxes have come from and where they are going to. We don't 'lose crates'.



4. Number the desks

Numbering desks is recommended on floor plans to ensure desk resources can be allocated to the right place in the right department in the quickest time possible.



5. Lift Engineer

Do you need a lift engineer on site for a few hours as a contingency in case the lift breaks?



6. Parking and access to buildings

Agree a time and location for the best access and find out where the move team and employees can park.



7. Health and Safety

Remember that you are responsible, even if you hire contractors. Make sure you work with companies with excellent health and safety credentials and processes.



8. Communication

Make sure all your staff know what's happening (when to clear their desks, what to tell clients, when to move, etc.) – they may need reminding!

Get in touch

If you are currently looking to undertake an office move, or are considering a small works project in your workplace, SB Workspace are on hand to help you through the entire process. Why not get in touch with us today to see how we can help?

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