COMMERCIAL MOVING / 01

MAP WORKGROUPS TO MOVE PHASES

Use neutral labels and plan references. These are proposed assignments for discussion, not move instructions.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Layout reference and version / workgroup labels / move-coordinator role

Workgroup A / proposed Phase P1 / Destination D1 / assignment still open?

P1 / mover-described delivery and installation / excluded specialist work

Workgroup B / proposed Phase P2 / Destination D2 / assignment still open?

P2 / mover-described delivery and installation / excluded specialist work

Shared space or item affecting both phases / coordination question / reply role

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COMMERCIAL MOVING / 02

SEPARATE READINESS AND PLAN CHANGES

Ask the responsible roles. Delivered furniture is not a finding that systems or business operations are ready.

P1 or P2 / building-role confirmation needed / reference or unanswered question

P1 or P2 / IT-role confirmation needed / reference or unanswered question

P1 or P2 / business-owner decision needed / reference or unanswered question

Proposed destination or phase change / affected workgroups and destination labels

Changed plan / mover and specialist roles to consult / references needing revision

Agreed revision reference, if any / communication owner / confirmations still pending

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COMMERCIAL MOVING / 03

CHECK THE PHASE COORDINATION BRIEF

Tick clarified discussion items. The affected teams still decide their own work and readiness.

- [ ] Workgroups, phases and destinations use neutral labels
- [ ] A shared layout-reference version is identified
- [ ] Mover delivery and specialist work are separated
- [ ] Building, IT and business confirmations are distinct
- [ ] Unresolved phase dependencies have a reply role
- [ ] Destination changes identify all affected labels and teams
- [ ] Revision communication and superseded instructions will be clarified
- [ ] Delivery is not treated as business-reopening approval

Phase / unresolved dependency / responsible role / next conversation

Delivery record / separate IT or business confirmation / difference to clarify

Post-move issue / mover, building, IT or client role / response still needed

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COMMERCIAL MOVING / 04

QUESTIONS FOR THE COMMERCIAL MOVER

Use the same phase map with each provider. Ask the other teams to confirm their own responsibilities.

Map: how will workgroups, phases and destinations match the layout version?

Scope: what delivery or installation is included, excluded or assigned elsewhere?

Dependencies: which confirmations do you need and who resolves an open question?

Changes: how will a revised destination or phase reach all affected teams?

Evidence: what delivery and issue records are separate from operational readiness?

Terms: how are phase decisions, extra work, timing and follow-up documented?

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COMMERCIAL MOVING / 05

COMPARE THE SAME OFFICE-MOVE PHASES

Use A and B for providers. Clarify different phase assumptions before comparing the proposals.

Provider A / B / proposal dates / workgroup-phase-destination map version

Physical delivery, installation and excluded specialist work by phase - A / B

Building/IT/client dependencies and changed-destination communication - A / B

Delivery records, open issues, coordination, timing and written terms - A / B

READY TO HEAR FROM PROS?

Optionally, Create an account on PickYourPro.ai and start a Commercial Moving request. Share your workgroup, phase and destination questions so participating pros can compete with proposals. Compare physical scope, specialist boundaries, coordination, timing, written terms and fit. Share sensitive plans privately later.

One request. Every pro's best offer.

Start a request

Participation varies. A site, phase and specialist-coordination review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/commercial-moving

UC Berkeley: Moving Checklist (official reference)

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