

RELOCATION SERVICES (MRS)

MRS is our specialist re-location division and can undertake any type of commercial move but also undertakes specialist moves which includes:-

- Specialist IT relocations (Data Centres, Disaster Recovery Sites, Trading floors)
- IT Logistics and transport
- Desktop relocations
- Furniture changes and installs
- Office moves and changes



For initial discussions call 01322 424573

Or email sales@microfix.co.uk

www.microfix.co.uk/relocations

Move Planning and Project Management

Large office relocations and ongoing churn are often difficult to manage without specialist move management expertise. We can provide you with a dedicated relocation project manager, to set up and coordinate the planning process.

They will manage as much or as little of your ongoing moves and changes requirement as you desire.

Some tasks that could be carried out by one of our Project Managers include the following:

- attendance and organising relocation planning meetings
- coordinate small internal moves
- File and furniture audits
- support IT helpdesk
- support the Facilities department planning larger moves
- update floor plans, CAD drawings and asset database following move activity
- provide post-move support coordination auditing/change control services

The skill to a smooth, painless and successful relocation is all the planning. Get this bit right and you will have few worries.



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