

A large elephant is standing in the middle of an office cubicle, with its head and trunk visible over the cubicle walls. The office has several cubicles with desks, computers, and plants. The background shows large windows with a city view.

Who is Managing Your Real Estate Project?

Project Management Consulting

- **Avoid** unnecessary costs
- **Occupy** the space sooner
- **Eliminate** production risks
- **Execute** with predictability
- **Minimize** downtime



RELOFANT

Leadership and Predictability for a
Seamless Relocation Experience

Tenant Improvement

- Construction Representation
- Construction Management

Technology

- ISP Transfer
- Voice Services Transfer
- Data Cabling Infrastructure
- IT Server & Racking Relocation
- New Hardware Installation
- Badge Access System Installation
- Alarm System Installation
- Camera System Installation
- White Noise System Installation
- Audio Visual Relocation & Reset
- Video Conferencing
- WiFi

Move Management

- Contents Purge
- Move Training/Prep
- Packing and Labeling
- Mover Services
- Rigging Services
- PC Disconnect & Reconnect
- Phone System Relocation & Reset
- Swing Space Management
- On-Site Move Event Supervision
- Artwork & Whiteboard Relocation/Rehang

Furniture, Fixtures, & Equipment

- Space Planning
- Procurement and Installation
- Workstation Breakdown and Rebuild
- Artwork Procurement
- Building & Space Signage
- Shelving and Racking
- Specialty Systems

Office Services

- Print, Copy, Fax Supplier
- Document Management Supplier
- Postage Supplier
- Shredding Supplier
- Vending Machine, Coffee & Water Supplier
- Office Supplier Coordination
- Plant Services
- Temporary Storage

Decommissioning

- Furniture & Debris Removal
- Drywall and Paint Touch-up
- Low Voltage Systems Removal
- Hazard Removal
- General Cleaning
- Decontamination Services
- Demised Wall Reconstruction
- Hazard Removal
- Warehouse Flooring Remediation
- Industrial Systems Removal

Scope of Work Checklist






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What We Do

- Identify and document requirements
- Point of contact for all phone calls
- Schedule site visits
- Facilitate onsite walkthroughs with vendors
- Source, review, and analyze bids
- Make vendor selection recommendations
- Prepare meeting agendas
- Host weekly project meetings
- Send out meeting summaries
- Manage an action item log
- Coordinate and schedule installations
- Sign off on completed work
- ...and much more





If You Have a Relocation Project, Relofant Has a Service You Need

Our Services

Feasibility Studies

We provide you the information necessary to make educated and informed decisions about your corporate relocation.

Construction Management

Relofant leverages a vast network of design, architecture, engineering, and general construction experts to budget, plan and execute any construction effort.

Project Management

There is no other firm more equipped to take your relocation nightmare and turn it into an exciting companywide teambuilding experience.

Move Management

We can match your company's operation with the best move plan possible to minimize or eliminate production downtime.

Site Decommissioning

It doesn't matter if your origin industrial facility requires safing off electrical and capping off mechanical connections or your office furniture needs to go the dump, Relofant is prepared to handle the full scope of decommissioning work required.

Contact us for a Free Project Assessment That Includes the Following:

- Comprehensive Statement of Work
- Preliminary Milestone Schedule
- Tracking Budget Template

We are industry experts in corporate relocation



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