

With a commercial relocation
planning is everything ...

The logo for Universal, featuring a red swoosh above the word "Universal" in a bold, blue, sans-serif font.



Make sure your plans include
Universal Commercial Relocation,
the Commercial Mover of the Year 2015, 2017 & 2019.

Universal sets the standard in commercial relocation and is certified to the
BS 8522 Commercial Moving Standard, ensuring strict quality standards are met.



www.ucr.uk.com





Good decision making requires **knowledge** and **confidence**

Universal Commercial Relocation is a member of the Commercial Moving Group (CMG), a dedicated group of companies within the British Association of Removers (BAR) that specialises in all aspects of commercial relocations .

In fact, fewer than 60 companies in the UK can claim to meet the stringent membership criteria and high standards required as **every CMG Member must be certified to the BS 8522 Commercial Moving standard.**

Universal have the knowledge and experience to guide you through every stage of a relocation or office churn, having demonstrated our ability to manage and execute the movement of goods from office and business premises efficiently, effectively and without unnecessary disruption to our clients businesses. As part of the certification process, Universal is inspected on a regular basis to ensure that the standard of our facilities, equipment and expertise remains at the highest level.

But more than that, Universal is committed to the improvement of the industry and meeting the challenges of an ever developing business environment, part of the reason why our Managing Director is Chairman of the Commercial Moving Group.

If you're planning a commercial relocation be sure to approach Universal, a partner you can trust.

Universal specialises in every sector of business and commercial moving including:

Education & Training, Hospitality, Leisure & Tourism, Banking, Accountancy & Finance, Heritage & Arts, Media & Publishing, Retail & Food, Public Services & Community, Healthcare & Hospitals, Laboratories & Pharmaceutical, Insurance & Legal, Construction & Property Management, Technology & Telecommunications, Automotive & Transport, Local & National Government, Utility & Energy Solutions, Wholesale & Distribution



If you're looking for a commercial relocation specialist, look no further than the BAR 2015, 2017 and 2019 Commercial Mover of the Year... Universal Commercial Relocation



Commercial relocations can be a **daunting** task

Moving premises is a major undertaking for any company, and is not simply a question of manpower and moving desks & filing cabinets. A change of workplace or office can be a time consuming and complicated process involving many people at different stages for different reasons. Whether it's an office, library or hospital ward, it is a complex logistical exercise which demands the involvement of professional expertise.

Planning is the key

The most successful moves are achieved through partnership, trust and a complete understanding of the needs of the company moving.

It requires meticulous planning and faultless execution if the job is to be completed correctly, on time and to budget.

Involve Universal right from the start, so we can provide an initial study on the feasibility and cost of the project.

This will aid the overall planning process, establishing the amount of time the move will take, the likely disruption to the business, and the level of direct involvement required by the our staff.

If required, Universal can continue to manage the entire project through to completion, so overall responsibility remains in one place, avoiding any confusion during the move, and allowing senior management and staff to concentrate on attending to their own business functions.

A good plan will include specific timings for the various aspects of the move. The IT department may well dictate the precise schedule of the move. Universal are experienced in managing this, as well as handling the decommissioning and reinstallation of IT equipment, even those forming sophisticated networks.

Good planning takes experience

No matter how conscientious in-house staff may be, if they're doing it for the first time, mistakes can be made. Just a single hour lost in today's tough economic conditions can be costly!

A file audit will identify the type (and volume) of all filing systems in the building; especially vital if old storage systems are being replaced with new.

A space audit will identify and enable planning for the layout of each office, to take account of the existing (and new) furniture and other requirements of the business.

Universal can offer a range of modern, safe storage options for furniture, high-value equipment and the archiving of records and sensitive documents.

Secure and Environmental Disposal and Clearance

Alternatively, in line with our BS ISO 15489 accreditation in Information and Document - Records Management and our BS EN ISO 14001 Environmental Management Systems accreditation, Universal is able to offer secure and safe destruction and disposal of records and their environmental clearance of IT and furniture.



Planning the move

Preparation

Before you start, be certain what has to go, what needs storage or what needs to be disposed of. A thorough evaluation of furniture and equipment is helpful to both parties. Produce a written statement, which can be referred to by both parties.

Accuracy

When taking our estimator around your premises, make sure that all areas being relocated are available and can be visited. This will allow our estimator to verify any specifications or quantities provided and ensure that the proposal put forward is as comprehensive and accurate as possible.

Constraints

It is essential that factors affecting freedom of movement are made known. You should provide full details of lifts, parking facilities/restrictions and any limitation on hours of operation at both origin and destination.

Timing

Agree a timetable and programme within your own company and then commit it to writing, supplying a copy to Universal. Bear in mind that Summer and weekends are peak periods in the moving industry - you will save a lot of money by planning your timetable carefully. Give as much notice as possible, as both sides need time for planning.

Quotation

Be sure the proposal details the following:

- A full description of the services to be provided
- A statement of the company's commitment and experience
- A statement on the company's Quality Management System
- A schedule of equipment and its availability
- A schedule of quantities
- The proposed timetable and programme
- Any relevant exclusions from the price details of proposed insurance coverage
- Details of any special features (e.g. financial bonding)
- Total cost of relocation
- Some comparable performance references

If you are seeking comparative quotes from several suppliers, then you should expect a range of +/- 20% in the prices quoted. Anything more than this probably means that you are not getting a 'like for like' quotation. Beware of buying on price alone. What matters most is a successful result. A disastrous move for a few pounds less is worse than no move at all.

Evaluation

Rather than accept customers' references at face value, we recommend you visit our facility. This will give you an excellent first hand opportunity to see their standards of cleanliness, maintenance and professionalism, allowing you to further assess our suitability.



Contact us:

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