

Office Relocation

Created on: 25 December 2017

Prepared by: WCN (S) Pte Ltd

Reason of Re-location

- Lease
 - Expiring
 - Shifting and relocation usually need to prepare in 3 month in advance
- Downsizing
 - Reduce in operation or staff
- Upsizing
 - Increase staff or operation
- Extend branch office

What is Office Relocation?

- Client that relocate their operation to another premises.
- Relocate items and services
 - Office premises
 - Furniture
 - Table, chair, cupboard
 - Documents
 - Equipment
 - Router, Switches, Server and Computer system
 - Copier and Plotter
 - Telecommunication Device (PABX)
 - Services
 - Telco and Internet service provider relocation
 - Drinking Water
 - Cabling
 - Electrical
 - Network
 - Telephony
 - CCTV, Door Access and Alarm System

Special Items

- Feng Shui
 - Some items need special attention on moving and setup
- Aquarium – Water need several days to settle down for the living organism living in it.
 - Saltwater
 - Replacement of saltwater can be done only specialist
 - Freshwater
 - Need special care in order to keep the living creature alive during and after the move.
- Copier
 - Usually needed to be moved by the copier company
 - Estimated \$400 per machine
- Safe
 - Old safe is a difficult is handled as it is huge and heavy.
- Display TV or projector
 - Mounting and cabling needed to take into account
- Refrigerator
 - Need to relocate in upright position
 - Water in the reservoir must be removed
- Coffee maker or water dispenser
 - Need to clear of water and clean up before use

Telephone and Internet Relocation

- Usually need to apply to the service provide 1 month in advance of the move.
- Internet
 - Application to relocation
 - Singnet ¹ – Estimate \$500 per relocation
 - Need 1 month in advance
 - Check for fibre optic availability in the new office area
 - Site visiting
 - Installation
 - Cancellation (Charges apply if contract still on)
- Telephone number transfer
 - \$100 per line to transfer – Singtel charges
 - If different exchange and wish to retain the number, separate charges is apply

1. Disclaimer: Please verify with the Telco Service Provider. Prices may be vary from time to time.

Wiring Layout

- Usual Practice
 - 1 workstation or 1 working desk will have the following combination
 - 1 x network point
 - 1 x telephone point
 - 2 x power socket
- For Digital IP system
 - 1 workstation combination
 - 1 x network (support computer and telephone)
 - 2 x power socket
- For Notebook user
 - 1 workstation combination
 - 1 network and 1 telephone extension (depend on type of system)
 - 1 docking station for notebook if required
 - Some required external monitor
- USB power socket
 - Provide charging for handphone
- Wireless combination
 - Wireless Keyboard and Mouse
 - Telephone system- Cordless Phone

Wiring – Electrical ²

- Electrical wiring requires LEW for inspection and PE if the wattage is above ?? Electrical NCB
- 20Amp insulator
- 13Amp support no more than 3 socket
- Lighting
 - How to distribute the lighting?
 - LED lighting equipment is different from normal fluorescent tube.
 - Ballast and starter is removed from normal fluorescent setup
 - LED tube can be slightly longer than fluorescent tube, extra care is needed
- Electrical socket
 - Usually it is set as double and follow by extension if extra power is required.
- Aircon Unit
 - The piping and electrical cabling for split unit
 - Water leaking is a issue too.

2. Disclaimer: Please verify with a certified electrical professional.

Wiring - Network

- Currently Cat7 is the highest speed and quality able to achieve
 - Est. \$150 per point
- Max. distance is 100m
- Every joint will have a drop of 10% in performance
- Network point
 - Central point (Switch)
 - Where all the cable meet. Usually at the DB area
 - Server
 - Rack
 - The distance from the server to the switch should be as short as possible
 - Workstation or desktop
 - If possible, use wired connection will be far more stable than wireless.
 - Copier and Printer
 - Copier or printer need to have built-in network for direct printing or network print
 - Wireless Access Point
 - Usually located on the ceiling with power socket for power up
 - Current technology also support PoE which the access point is power through network cable

Wiring Telephony system

- Depend on the type of PABX
 - Analog
 - Can use cat 5e or 2 pair cable
 - Digital
 - Use network cable, all 4 pair will be taken up
 - Usually for more than 24 units of extension
 - Estimated price using network cable - \$100 per point
- Usually PABX need to reprogramming as it is relocated.
 - Usually charge is \$350 - \$450 per trip depend on Model of the System

Wiring – Projection or TV

- Usually done in meeting room
- HDMI cable
 - TV need to support
 - Notebook need to support, else adapter is required
- Projector
 - Wireless projector
 - Wired projector –VGA or HDMI
- TV
 - Most preferred as the price is low and quality of the image is acceptable
 - Ultra High Definition is available resolution 3840 pixels x 2160 lines (4K) est. Sony 43” \$1,299 as in Jan 2018.
 - Use to display signage and run introduction video in front of entrance
- Computer System attached
 - A computer or laptop may use to attached as external source for presentation
 - Display in the front counter (showcase products and services provided to Visitors)

Carpet

- Tile
 - More expensive
 - More favor and design
 - 1 feet x 1 feet
- Continuous
 - Can have mono tone color scheme
 - Cheaper
 - As can be thinner than the tile
- Special glue is use
 - The floor will be stained with glue and hard to removed
 - Reinststate may be a issue.

Partition

- Partition board is use, sound proof material is put in between the wall
- Unable to hang heavy object.
- Wiring need to be done before sealing the wall and ceiling.
- Door stopper is required.

Alarm system, CCTV and Door Access

- These can come in from security service or equipment provider
 - Alarm system and Door Access system work together
 - Card or number pad will be in used
 - Thumb or fingerprint system can be used too
- CCTV
 - DVR will required to have a port to be open for remote access from the router
 - This is done through port forwarding
 - Default password must changed after everything settled down
 - Can be view in computer system or handphone

PABX System ³

- Analog
 - Simple system with direct cable connection
 - Usually little programming required
 - 24 extension or less
 - Basic model (Best seller as price is lowest)
 - Panasonic 824 – 3 incoming , 8 extension
 - Able to expand to 6 incoming, 24 extension
- Digital
 - Cost around \$4,000.00
 - IP phone system
 - Programming required
 - Connect with network
 - Usually required programming

3. Disclaimer: Please verify with a PABX professional. Prices may vary from time to time. The prices above is just an estimation.

Computer System

- Usually router, switch and server will be move over first after the office is officially shut down for relocation. He/she will setup the system first and ready for furniture to come in.
- In order to expediate the move, computer system is moved by the computer vendor.
- He/she will put all the computer system in one corner and will setup in the new office as soon as the furniture is in.
- Labeling the system will help to relocate to the rightful user in the least amount of time.

Data Backup

- Backup need to be perform before the move to prevent data lost during the move.
 - Computer system being misplaced or lost
 - Hard disk failed after the move.

Insurance

- During renovation, contractor need to get themselves insured
- This is the safe guard any accident happen during the renovation.
- Power trip caused the entire building to be black out, business owner can sued or claim on this damage if the contractor is responsible for the trip
- Pipe burst damage causing flooding can be expensive
 - Do share with experience of pipe choke in the toilet causing water entering neighboring unit.

Mover issue

- Lift access
 - This will reduce the cost of moving as mover usually charge cheaper where there is lift access.
- Bulky item
 - Can be dismantle or not
 - Can it be reassemble back in new premises
 - How many people will required to move it
- Number of item
 - Usually mover calculate by the volume estimate the cost based on the number of boxes used.
 - Paper is a heavy item. Do not pack it fully.
- Use newspaper to prevent item inside the boxes knocking on one and another.
- Number of boxes
 - Please count before and after the move.

Parking issue

- Do the both location have access leeway for moving during office hour?
- How about during Saturday or Sunday?
- Can Class 4 vehicle be park?

Restate old office

- Old office premise need to restate back to the original when taking over unless land lord or owner agree to keep
 - Tearing down of partition
 - Clearing electrical and other wiring
 - Remove of carpet
- For HDB Industrial
 - The premises is taken empty, return also need to be empty
 - Electrical wiring into the premise (estimated \$2,000 apply, approval and PE required)

Thing to do before relocation

- Inform all client on the moving of office and the date which working resumed.
(Email or phone)
- Website
 - A relocation notice is good to put up as a notification.
- Request Internet Service Provider to relocate the service
 - Date of the change is important
 - Location is required too.
- Telco
 - Date of the change is important
 - Location is required too.
- Change ROC of Bizfile of the new address
- Inform Bank on the change of address
- Other authorities too

Things to look into or look out

- Do not pack till the boxes is too heavy too carry.
 - You will be the one that unpack, moving around will hurt you
- Do label all the boxes.
 - Fugal item need to be special taken care off
- Need to have someone to direct the mover where to place the incoming boxes.
- Do give yourself ample time for the move
 - Last minutes planning will be a mess.
- Do calculate all wiring point that is required, additional wiring in the future is expensive.
- Telco and Internet will charge extra for express service.
- Please prepare some drinks for the mover staff

Type of contractor or service provider WCN can provide

- Cabling
 - Electrical, network and telephony
- Relocation of Computer equipment
 - Switches, router, wireless access point, server and computer system
 - Different fees applied when more than 1 server.
- Pack and unpacking
 - Manpower for packing and unpacking

Happy Relocation ...

Contact:

Alvin Lim

+65-9746-6613

support@wcn.com.sg