

LAW FIRM RELOCATES LONDON OFFICE MOVE MANAGED BY CLEARSPACE



THE WHAT AND THE HOW

With an ambition of relocating offices in the least disruptive way to the business, and with environmental considerations and commitments, a top US Law Firm engaged with ClearSpace to provide Move Management and associated services pertaining to the relocation.



MOVE MANAGEMENT

Creating a communication programme, move schedule and managing required activities in preparation for the move.



FURNITURE CLEARANCE

Auditing and reviewing furniture for re-use, re-cycle and donating and managing this process.

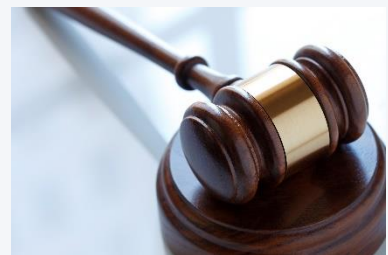


DOCUMENTATION

Measuring, identifying ownership at individual level, rationalising and allocating.

ABOUT OUR CLIENT

A well-known Law Firm, with over 20 locations globally.



An opportunity arose to relocate from their London office, based in Queen Victoria Street, which was their home for 18 years. Wanting to modernise their environment to suit their post-Covid working style, they chose a new office that incorporated more collaborative spaces and flexible working options. A new office located in Cannon Street was selected and would perfectly showcase their London presence with space for growth.

ONSITE STORAGE & FILING

Our Client wanted to dramatically reduce onsite filing to reflect their move towards digital first working and their flexible new space. ClearSpace undertook a Filing Audit to calculate existing filing levels and use of storage. Representatives from each Department were met with to discuss reduction potential and any obstacles preventing them from working with less paper.

ClearSpace identified 60% reduction potential and devised a roadmap to achieve the reduction target. Various activities were scheduled leading up to the move, including archiving, confidential destruction, digitisation and recycling, to help achieve their target.


Overall, a 78% reduction was achieved resulting in more growth space created in the new office and a reduction in relocation costs.

MOVE MANAGEMENT & PLANNING

ClearSpace managed an entire programme of works liaising closely with the appointed fit-out company and the internal project team.

A communication programme was devised to keep all stakeholders in the business informed and enthused. A move strategy was created for each element of the move – people, filing and IT. ClearSpace developed from/to plans, move packs, CAD drawings and instructions for external contractors and staff, to ensure everyone was aware of the schedule and what was expected of them.

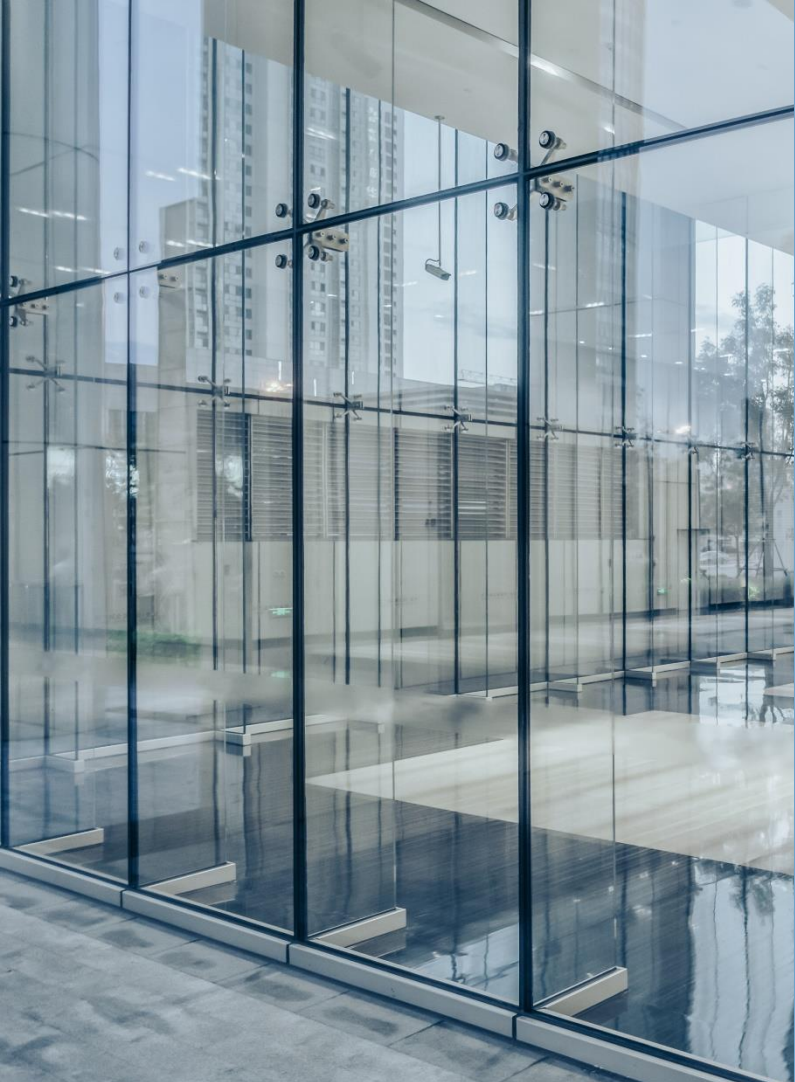
The move was condensed into one move weekend and ClearSpace were onsite to ensure everything was ready for business Monday morning when staff returned to the office.



“From the moment they were appointed, ClearSpace supported our Facilities team day to day. The programme started 6 months prior and we were given a clear checklist to work with and a communication programme, that kept our teams involved and reassured. We enjoyed our time working with ClearSpace. Their people were always willing to help, no job was ever too small!

HEAD OF FACILITIES





FURNITURE CLEARANCE

Initially a furniture reuse strategy was devised, however, after several attempts by designers, existing furniture couldn't be accommodated in the new space. As a result, our Client committed to sending zero to landfill and worked with ClearSpace to re-sell, re-cycle and donate their old furniture.

Following a furniture audit, ClearSpace approached charitable organisations to offer, allocate and arrange delivery of furniture within London. In addition, the client identified a variety of Pro-bono partners who were approached and offered furniture.

In excess of £100,000 worth of furniture was donated. A further avenue of furniture clearance was to find potential buyers of items. This also proved successful with a large London based Insurer purchasing many items. Any remaining items were taken away, broken down and recycled.

THE OUTCOME

6 months of planning and preparation resulted in a very successful office relocation that was undertaken and completed over one weekend period. For the Client and their employees, it was business as usual from day one. ClearSpace provided post-move support to ensure staff could find what they needed in their new office as quickly as possible.



100%

Environmental goals achieved



1 phase

Move completed over one weekend



78%

A 78% reduction in onsite filing & storage



£100K

In excess of £100,000 worth of furniture donated to charity