

RELOCATION SERVICES (MRS)

MRS is our specialist relocation 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

Data Centre & Computer Room Relocations

Microfix Relocation Services is one of the UK's industry leading data centre and computer room relocation companies. Your IT infrastructure, particularly your computer room and servers, is the lifeblood of your organisation. If you have ever had to undertake the relocation of a data centre/ computer room or consolidate several into one, you will know what a daunting task the migration of IT systems can be.

At Microfix Relocation Services we know this and more importantly, we understand it. Which is why we use highly qualified engineers from our sister company **Microfix Technology Services** to undertake the work.

Key features: -

- Basic 'collect and deliver' IT and server transportation service — we provide you with the skilled transport service and you do everything else.
- Server decommission and reconnection — as an enhancement to the IT transportation service, with our skilled engineers from Microfix Technology, we undertake the full IT relocation service from the point your back ups have run to reboot and connection.
- Cabling and patching works — when the IT systems have been moved, we can undertake the very labour intensive task of data cable patching and tying up all the cables to ensure a tidy and workable comms room.

Key benefits: -

- Allows your IT staff to concentrate on their core business activities and not be bogged down with labour intensive moving tasks.
- Peace of mind that comes from over a decade of experience with moving servers, computer rooms, data centres, mainframes and an enviable track record to prove it.



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Office Moves & Relocations

When undertaking an office move and relocation, you need to be sure that the partner you choose provides excellent service for an appropriate price. Whilst there are hundreds of office removal companies in London and the south east, **Microfix Relocation Services is different.**

Why; because Microfix Relocation Services roots lie in IT and the movement of computer systems. From this basis we have expanded our service portfolio to include other aspects of an office removal or business move.

Key features: -

- Experienced removal teams that can skilfully move all manner of office equipment.



- IT relocations (decommission and recommission) – using our unrivalled industry knowledge in IT relocations, we can undertake any size of IT relocation including **desktop IT and servers/data centres/computer rooms.**
- Crate hire services – we offer competitive rates on business crate hire, whether you need them as part of a removal or just need to hire some for a week.
- Furniture installation and moving services - if you are purchasing new or relocating old furniture, our team of experienced fitters work closely with you to install or relocate office furniture to the highest standard.
Floor box moves and changes – if you need to relocate floor boxes as part of an office move or churn, our fitters are trained to relocate them.

Key benefits: -

- Microfix Relocation Services offers the only real 'turn-key' solution to office removals in London and the South. This encompasses office moves, IT relocations and furniture installations.
- Your IT systems will be in safe hands as we know that it is the most important aspect of any office move and therefore we consider its safe relocation paramount.
- You will not pay a premium price for these enhanced removal services. We are as competitive as any other business relocation company in London and the south east.
- Having undertaken **desktop** and **server** relocations and office removals in a broad range of industries and sectors, our teams are capable of dealing with any move related situation that might occur.

You will find that Microfix can offer your organisation a totally refreshing approach to office moves, which does not come at a premium price



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Desktop Relocations

Within office moves and relocations, one of the key aspects of the move is desktop IT equipment. We have teams of skilled engineers to undertake a full desktop relocation, be it working as part of an office move or as a stand alone service.

Regardless of how many different types of desktop setups there are as part of your environment, we can reproduce every one individually in its new location. This includes details such as mouse & base unit position and screen configuration for multiple monitor set ups in a trading room relocation or move.

Our desktop moving service includes: -

- **Pre-move audits and planning** - we can ensure that you have an accurate database of items. We are also on hand to help in the planning process of the IT move.
- **De installation and cable strip out from desks**
- **Monitor arm rollouts onto new furniture** – with an office relocation involving new furniture we have teams of trained fitters who can install monitor arms and swap TFT screens from stands to arms as part of the move.
- **Transportation of IT equipment** - we can offer you the 'collect and deliver' option for your desktop equipment.
- **Installation of new equipment into new premises** – we can provide large scale engineering teams to undertake the rollout of new equipment in new or refurbished premises.
- **Reinstallation of equipment to agreed standards** – our engineers follow strict guidelines when installing equipment onto new desks.
- **Network connections, testing and script running** – on larger moves we can free up your IT resources by providing you with engineers to get users back up and running on the network.

Cable management services including pre cabling of furniture on installation

We have the capability to undertake desktop moves of over 500 staff in a single weekend.

Auditing & Asset Management

Accurate asset data is crucial to successful relocation planning and engagement, whether you are moving internally or to new premises. Correct data also enables you to better manage churn and on-going facilities management tasks. Although its core business is moving IT systems, our clients have often asked to apply this skill and attention to detail to other facilities related tasks involved in a move.

Our teams can provide you with services for: -

- **IT audits** – our teams can capture important system data and with this information, other teams involved in an office move can better plan the relocation project.
- **Data Centre Audits** – our audits provide you with a fully functional and easy to track inventory of the equipment. Working with strategic partners we can also offer you **energy efficiency** or a **cooling system** audit on your data centre.
- **File and storage audits** – a file is critical as it will allow you to measure storage efficiency by individual and departments. It is also critical when considering purchase of new furniture.
- **Furniture audit** - alongside a file and IT audit, a furniture audit can provide you with a comprehensive picture of your organisational structure and assets within it. You'll know what you have, what you need to move and what you need to replace

Floor box and electrical audits – floor boxes functionality and positioning are often 'fluid' within an organisation. A reconfiguration of furniture as part of an office relocation or move often leads to floor boxes being moved and over time this leads to inaccurate data as to which boxes are positioned where and if they are connected up to the network or electrical system. An audit of floor boxes will allow for much easier move planning for both your facilities and IT teams.



Trading Floor & Dealer Room Moves

Microfix Relocation Services has been working in the financial sector for over a decade undertaking trading floor moves, changes and relocations for some of the world's top banks and financial institutions.

A company's trading floors, or dealer rooms are critical revenue generators for these institutions. Any lost time through a failed move, relocation or change could result in £millions being lost on the markets.

This is why we have specially trained engineers and project managers who are skilled in moving the following systems: -

- Multiple monitor set ups
- Monitor configurations
- Dealer board phone systems
- Bloomberg and Reuters machines



"The first 2 hours of trading on this floor has paid for the move and the fit out in its entirety."

This simple statement demonstrates the impact of downtime on IT on a trading floor. We work closely with the clients IT department and project managers in the planning of a trading room move to ensure no downtime on IT systems.

Move Planning and Project Management

Large office relocations and on-going 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 on-going 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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Business and Commercial Storage

Whether your storage needs are long or short term, Microfix Relocation Services can provide you with the right business storage solution.

Our warehouse is fully secured, alarmed and has CCTV cover. Working with our relocation and furniture teams we can provide you with storage for the following items: -

- **Office furniture** — we use a mixture of standard 250 cubic foot containers to racking systems.
- **Partitioning systems** — if you are down sizing offices and need to hold onto some demountable partitions, we can store them in our secure warehouse.
- **IT equipment**— our secure warehouse is capable of holding various types of IT equipment. If needed we can also offer you access to systems/units out of hours.

This is a value added service that compliments our relocations and furniture teams perfectly. If you have a need to store items whilst you refurbish your floor or you simply do not have the space in your office, then call our teams today for a quote.



IT Recycling and Disposal

When companies move offices there is often a need for IT and computer recycling. The most cost effective way for you to undertake this disposal is for Microfix Relocation Services to remove it as part of the move project. Using 3rd party processors, we can fully recycle PC's, Servers, Printers, Monitors, Keyboards and Photocopiers.

Microfix is a licensed waste carrier. We will process this equipment with our 3rd party recycling suppliers and appropriate certificates are issued. Our partners are fully registered under the WEEE directive.

The Waste Electrical and Electronic Equipment Directive (WEEE) aims to minimise the impacts of electrical and electronic equipment on the environment during their life times and when they become waste. It applies to a huge spectrum of products. It encourages and sets criteria for the collection, treatment, recycling and recovery of waste electrical and electronic equipment.

By selecting Microfix to remove your unwanted IT before or after an office move, you are ensuring you meet your social and economic responsibilities.



Specialist Office Move Services

Specialist office move services

Using our expert knowledge of IT relocations, we can apply this attention to detail to other specialist services relating to office moves and relocations. These include: -

Floor box moves and changes

Many companies will have to employ a separate contractor to move floor boxes as part of an office move. This is a costly exercise and leads to confusion over responsibilities and programme of works. Using Microfix to undertake your move, you are able to have IT, furniture, crates and floor boxes all moved from a single point of contact.

Our floor box fitters not only move the box itself but also make good the carpet afterwards so you won't even know we have been there.



Furniture clearances and recycling

With many organisations consolidating their office space to save money they are often left with redundant office furniture. Microfix can offer a furniture clearance and recycling service.

New office furniture

With many companies looking for ways to save money by utilising smaller desks, Microfix can supply, through its partnerships with industry manufacturers and suppliers, new office furniture for your existing office or a new location.

Space planning

Accurate space planning is critical to any office move. As we have in-house skills to create and plot CAD drawings as part of our audits, we often get asked to undertake space planning services as part of the office move.



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