

BTMM Client Outcome: Steptoe & Johnson LLP

CBRE

Business Transition Move Management for multi-phased relocation for a prestigious law firm in Washington, DC



Client Steptoe & Johnson
Location 1330 Connecticut Avenue, Washington, DC
Size 211,000 SF
Cost Confidential
CBRE Services Provided Brokerage, Project Management, Move Management

The Challenge

- Manage a six-phase move while the client renovated their current building and remained in place.
- Limited swing space was available in the main facility.
- Project required complete pack and unpack of all staff members.
- Ensure all staff would be up and running on day one with absolutely no downtime.
- Conduct moves during a complex construction process.

Solution

CBRE Business Transition Move Management Services created an innovative plan for managing a complex set of moves while the building and interior were being renovated. The plan involved development of a move strategy which relocated staff to swing space in another building as well as spaces within the main facility.

Key strategies and tactics for the moves involved:

- Detailed master move schedule and communications plan were developed allowing firm leadership and staff a clear plan for each move.
- Photography of the content of each workspace documenting the existing condition which functioned as a guide for the reinstallation of the workspace contents in the new facility.
- Developed and coordinated the moves to on-site work areas for lawyers who needed to work throughout the move weekends.
- Develop a detailed packing/unpacking system to manage the partner relocations.
- Managed moves both to off and on site swing space and permanent moves, as well as managing home deliveries of partner furniture for interim relocation.

Testimonial

I interviewed Chrissy 28 months ago. Little did I know the type of leader that I would be hiring. Chrissy's attention to detail and ability to manage delicate and complicated moves is a model for others to follow. I get my job done through people, and Chrissy has delivered remarkable results.

I would also like to recognize Kelly Dulli who also delivered World Class Service. Kelly's urgency, coupled with her professional and calming demeanor has added great value throughout the renovation project. I would stack these two project leaders up against anyone in the industry – they have both exceeded my expectations!

Vince S. Falcone
Director, Support Operations
Steptoe & Johnson LLP



Reference

Mr. Vince Falcone
Director of Support Operations
Steptoe & Johnson LLP
1330 Connecticut Avenue, NW
Washington DC 20036
202-429-3089
Vfalcone@Steptoe.com