

Cuyahoga County Administrative Headquarters

Project Type:

Move Management

Duration:

Temporary Move:

July 2013 – November 2013

Main Move:

May 2014 – August 2014

Location:

Cleveland, Ohio

Project Size:

Temporary Move:

- 100,563 square feet
- 450 employees
- 6 locations from 1

Main Move:

- 222,000 square feet
- 650 employees
- 11 locations to 1



Project Description: The temporary relocation of the Cuyahoga County Administrative Headquarters consisted of the relocation of 450 employees including files, furniture, IT equipment, etc. from one origin to six different locations while the new Administrative Headquarters was being built. The final move project consisted of relocating 650 Cuyahoga County Administration employees from 11 locations throughout Cleveland over multiple weeks in July and August of 2014 to the newly built County HQ Facility. Decommission and supervision of origin buildings and all its contents including supervising and organizing liquidation, scrapping, trash remove and a Non Profit Give Away Program.

Scope of Services: RSI provided Transition Planning, Move Management and Furniture Fixtures & Equipment (FF&E) Coordination including:

- Conduction of Clean Out Campaign
- Facilitation weekly team meetings
- Site coordination
- File assessment and mapping
- Furniture assessment and mapping
- Scheduling/coordination and supervision of movers
- Planning/coordination and Supervision of decommission activities