

MOVE MANAGEMENT & RELOCATIONS

Supporting your business and your people
through change, relocations and restructure

APLEONA WORKSPACE



MOVES, RELOCATIONS & DECOMMISSIONING SPECIALIST



We are a **specialist provider of move management services** offering our clients a complete solution wherever they are in the UK and Ireland.

Over the last 20 years we have innovated and developed our Moves services to support our clients with their own property strategies, to include **office relocations or rationalisations, as well as site closures.**

We have adapted all our services to continue to be fully operational in response to **Covid 19 and helping our clients with their new agile working strategies.**

We have developed a comprehensive Move Methodology which is applied to all of our projects ensuring no aspect of a move or decommission project is overlooked and your project is managed every step of the way to minimise risk during relocation.

- Why us?
- Our core services
- Our scalable solutions
- Committing to sustainability
- Delivering innovations
- Key clients

WHY CHOOSE APLEONA WORKSPACE?



Recognised Operational Delivery. **Delivering over 40,000 moves and relocations per year**, our Project Managers and Operational Teams support our **regional and national clients** throughout the UK and Ireland.

Our people's accreditations and training. We ensure all accreditations and training are up to date. **Health and safety is a priority.**

Providing an **end to end** solution, tailored to your brief from strategy & planning through delivery & implementation, **taking care of every element of your project for you.**

Over 20 years of experience supporting clients operating in regulated sectors (e.g. financial services, legal, manufacturing).

National coverage in the UK and Ireland, delivering all your business as usual requirements wherever you are.

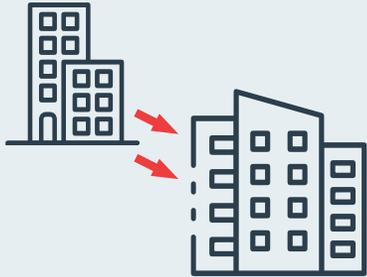
Commitment to aftercare and continuous improvement. We measure the success of the relocation and see where improvements can be made.

Committing to sustainability. We re-use, donate or recycle with a **zero landfill** policy.



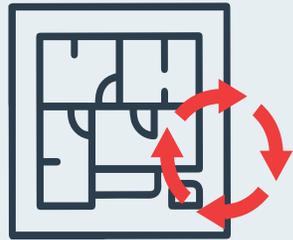
OUR CORE SERVICES

We have a solution for every type of move



WORKPLACE, OFFICE & SITE RELOCATION

Moving your business in its entirety from one or multi-locations to a new site.



INTERNAL RELOCATIONS & CHURN

Moving people and assets throughout the building in response to most recent operational requirements.



REAL ESTATE CONSOLIDATION & MANAGEMENT

Restacking to meet evolving business models.



DECOMMISSION & SITE CLOSURE

Clearing buildings, floors or branches in a sustainable and ethical way, re-using, recycling or donating furniture and other assets.



COVID 19 HOMEWORERS RELOCATIONS

Assisting with change to hybrid workstyles and moving essential furniture and IT equipment between worker's homes and office.

OUR SCALABLE SOLUTIONS

We remain local and flexible, addressing any type of request



PROJECT & MOVE MANAGEMENT

- Communication with project stakeholders and direct liaison with end user
- End to end service – from feasibility and planning to delivery and post move support
- Programme management



SPACE PLANNING & DESIGN SUPPORT

- Space strategies and plans
- Relocation and Installation plans
- Replanning of office environments
- Occupancy surveys and utilisation studies



FURNITURE MANAGEMENT

- New workplace furniture supply and installation
- Furniture & asset inventories
- Inhouse repairs, refurbishment, and repurposing existing furniture



BUILDING DECOMMISSIONING

- Programme and management of clearance strategy
- Environmental clearance, disposal, reuse, resale, and charitable donations to ensure sustainability
- Furniture and asset inventories



BUSINESS AS USUAL & CHURN MOVES

- Day 2 moves, crates, desktop IT and floor boxes
- Occupancy solutions and restacking
- Relocation schedules and project programme

OUR SCALABLE SOLUTIONS

We remain local and flexible, addressing any type of request



FILING & RECORDS MANAGEMENT

- Filing audits
- File reduction strategies
- File labelling and migration



IT DECOMMISSION & RECOMMISSIONING

- Desktop disconnect and reconnect of equipment
- GPS tracking of equipment for external moves
- Installation of monitors, monitor arms and accessories, cable management and tidying



OPERATIONAL SUPPORT

- Experienced in-house resources - technicians, fitters, drivers and porters
- Asset and equipment inventories
- Packing box supply, crate hire, and full packing and secure transport services
- Furniture installation and reconfiguration



POST-COVID RETURN TO WORK SERVICES

- Replanning to social distanced standards
- Route mapping and traffic control strategies
- Installation of wayfinding and Covid safety signage



STORAGE SOLUTIONS

- UK wide environmentally controlled storage and warehouse capability
- Organisation and management of stored assets
- Long term storage options

COMMITTING TO A SUSTAINABLE FUTURE

Apleona Workspace have a vision for the future that puts environmental sustainability at the forefront.

We have a commitment to a sustainable management policy which includes re-use, recycle and charitable donations.

We also have keep it local policy which contributes to reducing our carbon footprint and supporting local communities

10,000+
Pieces of furniture
upcycled & re-used

1,000s
Pieces of furniture to
UK charities

1,400+
Tonnes of materials
recycled

ZERO
Waste to
landfill

When furniture is beyond repair, we will recycle it with a zero landfill policy



We assess your current furniture and make cost effective recommendations on how to restore to use it again

With your agreement, we donate furniture and other equipment to local communities and charities

DELIVERING DIGITAL INNOVATION

We are fully supported with our own technology innovations, and enable our clients to benefit from the same smart digital integration



Risk & Compliance



Project Planning



Sustainability Report



Condition Survey



Real Time Reporting



Asset Management



Live Move Tracking

DELIGHTING OUR CLIENTS

Our client relationships mean the world to us, and we are delighted to continue working with them

Operating across all sectors, we are the specialists in moves & relocations for professional services, financial, and banking institutes



Morgan Stanley



L'ORÉAL



APLEONA
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