

Space: *Moves Management*

A professional outsourcing service enabling contracts to be quickly placed and managed at times of peak workload.



The Service

A need might arise following a space utilisation review or appraisal, or perhaps the need to vacate existing premises. Schemes may range from complete relocation and positioning of temporary buildings, to the entire re-planning of government offices such as civic centres or hospital wards etc.

Our detailed project planning means that with **mass**, complex sets of moves occur in the correct sequence. We oversee smooth staff changes from existing working environments to their new locations, with the minimum disruption. Our overall aim is stress-free implementation.

The Process

These RIBA stages are covered:-

Tender Action

Using production information, we prepare tender documents and invite suitable contractors to tender. We then advise on the appointment of the preferred contractor and prepare a building contract.

Operations on Site

We administer the terms of the building contract during operations on site, visiting the site to inspect the progress and quality of the work. Where other consultants are appointed, we make financial reports to the client.

Completion

We ensure that the works are completed on time and on budget. We oversee all snagging, making good of defects and the administering defects liability period.

Release of retentions

We provide completed drawings showing final installed positions.

mass Software

At completion, the final 'as installed' information can be input into **mass**' specially designed software; a relational database which allows the ongoing management of AutoCAD drawings of the installation, together with all staff, equipment, furniture, data, telephone and room details.

Our software is an ideal tool for benchmarking staff space allowances or for cost centre 'charge back'.



To find out how **mass** can help you, or to make a general enquiry, please contact us on 01344 304000 or email info@mass-services.com



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