


A modern office interior featuring a prominent spiral staircase with a yellow handrail on the left. The space is furnished with several bright green armchairs and a small white circular table. Large windows in the background allow natural light to fill the room.

# Office Relocations

*Go knowing*  
[www.crownrelo.com.hk](http://www.crownrelo.com.hk)

**CROWN**   
RELOCATIONS



People and workplaces are  
the two greatest investments  
an organization has to make

We will help you consider all the things you need to know when faced with an office relocation project. As part of a global logistics group, we can manage your move, recycle your old furniture and provide secure storage for your office items, documents or data.



## Office Move Management

When it comes to moving office, our goal is for it to have minimal impact on your business operations. That's why you need an expert team on hand. At Crown we cater for office moves from small operations with a few people, to large corporations.

A dedicated move manager is appointed to every office move, irrespective of size or complexity. From the initial planning meeting to the moment your staff log on to their computers at their new offices, we will be on hand to deal with any issues quickly and efficiently.

### **Computer and IT**

Our fully trained and uniformed staff don't just move desks and filing cabinets. Depending on your needs we can unplug, pack, relocate, set-up and test your companies PCs and data devices. We have experience ranging from basic PC set-up to multiple hard-drives and monitor workstations.



The background image shows a modern office environment. On the left, there is a staircase with a metal railing. In the center and right, there are people working. One man in a light blue shirt and dark trousers is standing and talking to a woman. Another person with a backpack is walking in the foreground on the right. The overall atmosphere is professional and collaborative.

## Storage

We help make the office more efficient by keeping your company assets in the right condition, safely stored and protected, as well as barcoded and indexed for easy retrieval and effective management.

Our facilities are equipped with the latest security systems, including fire and theft prevention and environmental controls.

## Space Planning and Design Consultancy

Identify the best placement of staff, meeting areas, and utility spaces, to maximize the functionality of your new office space prevention and environmental controls.

## Fit-out and Construction Works

We deal directly with each of our design and construction partners, suppliers and tradesmen. Our project managers keep a tight watch on the overall project planning and construction administration.

A high-angle, wide shot of a modern office interior. In the foreground, a large, curved, lime-green modular sofa sits on a light-colored floor. A man in a blue shirt and dark pants is sitting on the sofa, looking down at a book or tablet. A woman in a blue top and dark skirt is sitting on the other end of the sofa, working on a laptop. In front of the sofa is a round, reddish-brown coffee table with some papers on it. To the left, a man in a white shirt and dark pants is standing and talking to a woman in a purple top. In the background, there are large windows with a view of greenery outside, and a white reception desk or counter is visible. The overall atmosphere is bright and professional.

## Strategy and Planning

By reviewing short and long-term business goals for your organization, projected staff numbers, workplace and technological standards, we can help to identify opportunities to maximize flexibility and in turn minimize alteration costs in the future.

We will implement programs and strategies that best suit your overall requirements from as early as the selection of the new office space, through the design phase, facility and IT management, to the final move-in.

## Sustainability Services

Disposal of unwanted furniture: Resale , re-use, charitable donations, and recycle. We provide environmental accreditations for your office design.





For 50 years Crown  
has supported businesses  
and their people on the move.

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