

sundeleaf clippings

FALL 2002

A Moving Experience



Kelly Pekrul
Sundeleaf Director of Business Development

"Leadership creates the conditions where people want to do what needs to be done." The former CEO of VadisFM backs up her belief by donning her moving hat and pitching in to make every move flawless.

When faced with a relocation, government agencies and medical/dental clinics enjoy few of the luxuries accommodated private businesses. Almost always the move must be accomplished nearly overnight, with no break in public services between the last day at the old location and the first day at the new.

With the acquisition of VadisFM in January 2002, sundeleaf + associates gained the move coordination contract for the Facilities and Property Management Department of Multnomah County as well as extensive experience in performing such demanding moves. This complement of expertise builds on sundeleaf's history of success with high-tech and commercial businesses. Now, making the uninterrupted service moves essential to government and healthcare organizations is as dependable as sending a package by airfreight, and almost as fast.

In recent months, sundeleaf successfully completed several such moves for government entities. Among them, a series of office relocations for Multnomah County agencies, City of Vancouver agencies, and a multiphase move of the department of special education for the Portland Public School district. These moves shared complexities such as consolidation of previously dispersed agencies into one building, and

"domino" replacement, in which multiple move teams work simultaneously to move one group out as the next group is being moved in. Management of the furniture layout included combining modular systems furniture currently in use with furniture from storage; as well as identifying and managing furniture to be liquidated, moved, or stored. In addition, continued on page 2



TOP For City of Vancouver, WA

Relocated 65 personnel from various Clark County sites into Esther Short Building. A flawless move.

For Multnomah County, OR

Planned and managed relocation of several county agencies, including Aging and Disability Services, East County

Health Clinic and YMCA, Loaves and Fishes, into the East County Aging & Disability Services Building, Gresham.

President's Desk: The economy could use a floor plan.

In the sixteen years that sundeleaf + associates has been in business, we've weathered a few market cycles. In boom times, we've helped companies move into bigger, more prestigious office space and worked closely with them to plan for growth and organize department layouts for productivity. Interestingly, when the economy slows down, the need for experienced facilities support and move coordination is just as strong.



Kerrie Sundeleaf

President, sundeleaf + associates, inc.

Prior to establishing sundeleaf + associates in 1986, Kerrie coordinated facilities planning at Tektronix through its years as the state's largest private-sector employer. Her depth of experience there in office and

manufacturing environments complemented her professional knowledge in interior design and space planning, architectural plans and construction documents, and CAD design gained while earning a Bachelor of Interior Architecture at University of Oregon. Her expertise has expanded to include strategic and tactical facilities planning, site selection, building review, budget development, and move management, furniture specifications, and ergonomics.

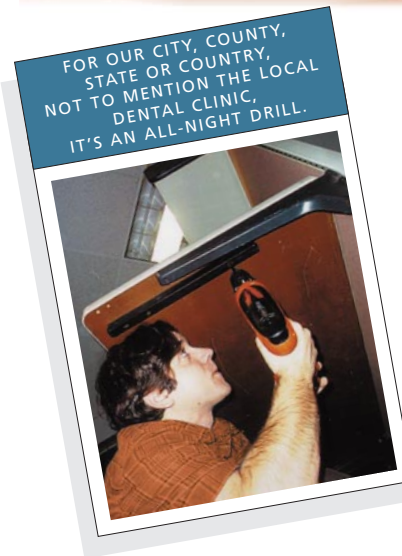
Businesses and government agencies are finding that it makes sense to consolidate multiple offices into a single location. Sometimes, this results in excess or mismatched furniture. Reduced staff often leaves little in-house support to move and set up furniture, deal with property managers, and arrange for service changes for phones, networks, and copy centers. And even when times are tight, many businesses and agencies continue to grow, but budgets for furnishings may be minimal. Sundeleaf + associates serves such clients today – as we have been since 1986. Our flexible services are individually tailored to specifically meet client needs and budgets. Our move planning and coordination services include competitive moving bids and detailed implementation that keeps your business going with minimal interruption. We also handle used modular furniture or furniture liquidation. And we bring expertise in a wide range of industries, including high tech, commercial, government/municipal and medical/dental, so we understand the specific challenges of your business and can help with innovative, cost-effective solutions. And with sundeleaf offices around the Northwest (Portland, Seattle, and Central Oregon) and North Central area of the United States, we're able to easily support multi-site clients. No matter how the economy's treating you, if a move or other facilities project is in your future, I urge you to give us a call. We look forward to working with you!

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sundeleaf maintained the integrity of file systems before, during, and after the move – a critical aspect of relocating medical and government offices.

Sundeleaf brings a proven, detailed, and process-oriented approach to move coordination, from strategic planning objectives down to the most critical detail of implementation. We call it *world-class service for world-class clients*.

To quote a client: "The success of this difficult multi-staged move defines sundeleaf's philosophy of being the total facilities planning partner for their clients." Recommendations like that are earned by completing projects on time and in budget.



Exclusive Red Hat

Service. Sundeleaf anticipates the myriad of potential networking and communications problems that may occur after relocation. Following a step-by-step process, our specialized technical team, identified to your employees by their red baseball caps, eliminates residual issues during move-in.

Staying on Track

Does this scenario sound familiar? In the early days of your business, you decided on colors, styles, and furniture systems and carefully laid out your office space for ideal working conditions, optimizing interactions between groups. Then your company grew, evolved, reorganized, maybe moved a few times. Suddenly, fast-growing departments are crammed into too little space, while others have more room than they need. Groups that need to interact regularly are on opposite sides of the building. And a mish-mash of furniture styles has customers raising eyebrows and employees comparing who has “better” offices. In the meantime, your facilities costs continue to rise. We can help.

Original decisions on department layout and furniture systems are made in a particular moment in an organization’s life. Later, as the organization evolves, those decisions often are not re-evaluated. Politics can take a role when decisions must be made on types of furniture and placement of groups of employees. So what’s the answer, if you don’t want to surprise corporate management with unfavorable variances and decision-making pitfalls? Processes!

Processes allow a company to set standardized rules around furniture systems and layout, budgets, and work areas. They remove the personal aspect of individual decisions regarding whose office is situated where or what type of furniture they get. With consistency in fur-



Moving is an opportunity to implement corporate design initiatives. The style of the resource library of this Washington-based company reflects the compatible interior design and space planning we performed at both its campuses.

niture systems, the company looks professional, employees aren’t tempted to make comparisons, and you’re able to negotiate better long-term rates for furniture purchases.

We can help.

For 16 years, sundeleaf + associates has been helping companies streamline and standardize facilities processes for efficiency, cost, and safety. We help develop and sustain facilities processes for large and small organizations in a wide range of industries.

For example, a large technology company in Portland, Oregon, found itself in a bind. The company had depended on dealerships for furniture buys and was using in-house facilities maintenance people and manufacturing engineers to develop layouts. Not surpris

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Unique office layout solutions. For continually changing organizations, space planning must accommodate adjacency issues for departments which are frequently reconfigured, for project teams, and mobility workers.



SUMCO USA (formerly Mitsubishi Silicon), Salem Campus Lobby Interiors Sundeleaf's interior design, which included custom casework, expresses the division's advanced technology nature. We also supported space planning and coordinated the move.

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ingly, manufacturing engineers were more interested in setting up processes for manufacturing lines and office layout was not a priority. At the same time, the company needed offices for additional support staff and while everyone wanted to be in the same building, there wasn't enough space. Enter sundeleaf + associates. The company liked our focus on long-range strategic planning and on-site sustaining work. Working with the company's internal staff, we developed a process for facilities requests such as space, furniture, and moves as well as budgets and detailed implementation processes. We also helped them set standards for furniture and finishes so long-term contracts could be negotiated. The result was a streamlined, cost-efficient, highly successful partnership.

If you're wondering if process planning could help, give

us a call. There's a strong chance that we've worked with similar industries and can bring our experience to bear on your challenge right away.



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