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# 7 tips to make your office move smooth

By Sandra Simon Mangham

See correction at end of article.

Is your company thinking of a move? **Carpenter Legal Search Inc.** has gone through the process recently when it moved to its new offices at 204 Fifth Ave., Suite 400 downtown. [Sandra Simon Mangham](#), Carpenter Legal Search's administrator, has seven tips on how to make a smooth move:

1. If realty is not your expertise, be honest with yourself and engage a consultant. That person will have inside knowledge of the market, the leasing process and the construction process.
2. Keep an open mind and explore all possible opportunities, even things you would not or have not considered in prior office relocations.
3. Make sure you (in addition to your Realtor) do your homework on ongoing construction in the city, which can impact a location. Nothing like picking a place for a view and then having a building go up to block it.
4. If you are building out office space, make sure the construction manager has a detailed plan and reputable subcontractors. Take responsibility for following up on what is being done and for facilitating the communication with your construction manager.
5. Make sure your property owner/manager cares about the space as much as you do, if not more. You want to pick a beautiful location that is going to stay beautiful and continue to have funds invested in it.
6. If you do not have an eye for design, again, be honest with yourself and engage a consultant. You will be living with your office decor choices every day. Having to redo these facets will cost time and money.
7. When you chose a mover, get one with a good reputation, and get the insurance — every time.

## Correction

A previous version of this story gave an incorrect street number for Carpenter Legal Search Inc.

Sandra Simon Mangham is administrator of Pittsburgh-based Carpenter Legal Search Inc.