

SUGGESTED OFFICE MOVE PLANNING GUIDE

(For Moving In and Out of Lease Space)

Below is a general checklist to assist you in planning and coordinating your office move in and/or out of leased office space. We begin with the assumption that we are in final negotiations with the landlord for a new office to start one hundred fifty (150) days from now, and that it requires tenant improvements (T.I.). From there, we have suggested the relative dates to perform various tasks which may or may not be applicable to your specific situation. Use this as a guide to prepare your individualized task list. If you have any questions or concerns, contact the DAGS, Leasing Services Branch at 586-0505.

GENERAL CHECKLIST	NUMBER OF DAYS PRIOR TO MOVE									
	150	120	90	60	45	30	15	10	5	0
<u>Lease Negotiation Period:</u>										
Work with DAGS Leasing Br. to determine your T.I. needs	x									
Work with DAGS Leasing Br. to prepare a space plan		x								
<u>Post Lease Execution/Preparing for Move-In to Lease Space:</u>										
Notify employees of new office location		x								
Select Move Coordinator (knowledgeable on procurement)		x								
Review lease agreement re: building rules/regulations, parking, etc.		x								
Contact Bldg. Manager to discuss move-in procedures		x								
Prepare specs for moving bids (FF&E, computers, copier, etc.)		x								
Prepare specs for moving/set-up of modular furniture		x								
Solicit bids for moving all FF&E, computers, modulars, etc.			x							
Purchase furniture/equipment and schedule delivery			x							
Submit telephone request (TR) to ICSD for phones/data			x							
Develop cleaning specs and arrange for janitorial services			x							
Arrange w/building manager for bldg. directory and door signage			x							
Arrange/confirm customer and employee parking, if applicable			x							
Notify clients of address & phone no. changes, parking, etc.				x						
Contract with vendor(s) for moving				x						
Arrange for new letter head, business cards, etc.				x						
Arrange services with applicable utility and service vendors				x						
Contract for telephone/data after ICSD approval				x						
Confirm completion of all tenant improvements w/landlord					x					
Contact landlord to confirm move-in dates/times						x				
Staff to start cleaning work areas and boxing items to move						x				
Coordinate physical move with all vendors (start the move)							x			
Coordinate phone, data installation								x		
Move staff and their personal items into new office									x	
<u>Preparing for Move-Out from Lease Space (if applicable):</u>										
Arrange for transfer/disposal of surplus furniture and storage of files.										
Contact SPO, Inventory Mgmt. Office & DAGS Records Mgmt Branch	x									
Notify/arrange for termination of utilities and other svcs.				x						
Schedule Check Out inspection w/ landlord				x						
Contract for repairs to office for damage beyond normal wear and tear. Call DAGS Leasing Br. if any questions.					x					
Complete repairs and start office cleaning									x	
Conduct Final check out inspection w/ landlord & return keys										x