

## SUGGESTED OFFICE MOVE PLANNING GUIDE

Below is a “basic” checklist to assist you in planning and coordinating your office move. We begin with the assumption that we have made a “commitment” ninety (90) days prior to the expiration of your lease to move to a new location requiring tenant improvements. From there, we have scheduled the relative dates to perform the following tasks. Each move is unique and you should use the appropriate items only as a guide in preparing your task list. If you have any questions or concerns, call the Leasing Branch at 586-0505.

BASIC CHECKLIST	NUMBER OF DAYS PRIOR TO MOVE									
	90	80	70	60	50	40	30	20	10	0
New site chosen and lease executed	X									
Notify employees of final selection of office	X									
Select moving coordinator	X									
Review lease agreement and building rules and regulations	X									
Contact building management and discuss moving requirements and building operations	X									
Approve tenant improvement plans	X									
Complete office space plan	X									
Assist in obtaining DCAB approval of tenant improvement plans	X									
Request bids from moving vendor(s) (furniture, computers, file systems, copiers, etc.)	X									
Purchase and schedule delivery of new furniture	X									
Submit telephone and computer system request to ICSD			X							
Order directory and tenant signs from building management			X							
Call directory and notify of phone and address change			X							
Notify landlord of building directory and tenant sign requirements				X						
Select vendor to relocate existing modular furniture				X						
Arrange for interior janitorial				X						
Arrange for new letterheads, business cards, etc.				X						
Find additional employee parking, if applicable				X						
Confirm customer parking situation and charges				X						
Notify customers of address and phone changes, parking fees					X					
Anticipated new lease execution date					X					
Confirm telephone service commencement date						X				
Confirm installation date for telephone and computer system						X				
Call landlord to schedule and review move plans						X				
Confirm satisfactory completion of improvements							X			
Schedule services with appropriate utility vendors							X			
Anticipated “early occupancy” date to begin move								X		
Schedule repair of damages to Premises that is beyond normal wear and tear prior to checkout inspection								X		
Schedule checkout inspection with landlord								X		
Vacate Premises									X	
Clean up vacated space and complete checkout inspection (return keys)									X	
Complete repair of Premises for damage beyond normal wear and tear										X
If landlord demands additional repairs to Premises, discuss with DAGS Leasing										X
Reset FAX number, if applicable										X
Post notice of relocation on door of previous location										X
Introduction to building management and provide registration info.										X

Anticipated new lease start date: \_\_\_\_\_

Current lease expiration date: \_\_\_\_\_