

MOVE-IN / MOVE-OUT CHECKLIST

Over the years, we have developed the following checklist in coordination with our Tenants and hope that you find it helpful. We invite you to call us after your move-in with suggestions that may help Tenants moving in the future.

1. Designate one individual as moving coordinator.
2. Choose a company to handle the moving. Movers should be asked to bid, and each invited bidder should be supplied with a furniture plan. Bidders should be shown the loading entrance and access so they may use appropriately sized equipment. Bidders should be invited to tour the existing as well as the new space so that each may review the equipment that is to be relocated.
3. Schedule dates for the following:
 - (a) Weekend or weeknight move.
 - (b) Dismantling and reassembling of special machinery and equipment that would be moved at a time different from the actual relocation time. This could include special sinks, water coolers, printing equipment, data processing equipment, and anything else that would take more than normal moving time for dismantling and reassembling.
 - (c) Refurbishing furniture and equipment.
 - (d) Delivery of furniture and equipment being purchased.
4. Arrange for moving notice to be sent to clients, suppliers, post office, banks, insurance companies, subscriptions, newspapers, etc., and arrange for a change of listing in telephone directories and trade papers, etc.
5. Order all necessary stationery such as letterheads, business cards, forms, checks, etc., designating new address.
6. Coordinate move date with department or person responsible for telephone service to arrange for telephone tie-in between the old and new offices. Schedule telephone installers on stand-by duty to assure the accuracy of all hookups and to handle last minute changes quickly, so that communications can be in operation when the offices open for business.
7. Notify employees of the move and assign individual responsibility for the packing of individual equipment.

8. Tag all furniture, equipment and cartons as to their destination, check them off against the coordinator's original inventory, and schedule distribution accordingly.
9. Code the final furniture plan with colors, numbers and letters that coincide with the tagging.
10. Keep employees informed of construction progress on the new quarters, and either arrange for tours just prior to move-in or provide each employee with a copy of the new floor plan.
11. Arrange for the design and procurement of additional items to be built or purchased for the new offices, such as shelving, storage bins, extra chairs and furniture, etc.
12. Schedule public relations program including plans for news releases, articles, office "open house" party, etc.
13. Request, in writing, to the building management, entrance door wording and required lobby directory listings for the new location.
14. Assign personnel to supervise removal work at the old premises.
15. Install temporary directional signs, room cards, and area labels at the new quarters.
16. Schedule the reinstallation of dismantled special machinery and equipment. However, any special electrical, computer or telephone wiring must be authorized by the building management.
17. Schedule the necessary elevator service with the building management. If your move is a substantial one, you might want to consider hiring an elevator repairman to be on site during the move. This should be discussed with the General Manager.
18. Obtain required permits for moving, parking, hoisting, etc., and check arrangements, when necessary, with local police or traffic department.
19. Check adequacy of insurance coverage during the move. In accordance with the terms of the lease, Tenant must maintain comprehensive public liability insurance, naming the Landlord and Chevy Chase Pavilion as additional insured's, against any liability for bodily injury, death or property damage occurring in or about any part of the premises, of at least \$1,000,000 combined single limit for death or injury and at least \$100,000 with respect to damage to property.

20. Where necessary to protect property, special guards may need to be hired.
21. Protect elevator cabs, lobbies, walls, floors, columns, etc., against damage from moving.
22. Provide headquarters at the new location for the coordinator.
23. Arrange for personnel to set up files, shelf supplies, and all other unpacking which is necessary to accomplish immediate business operations.
24. Arrange for cleaning after the move has been completed. All boxes, cartons, etc., should be removed from the premises as soon as possible by the moving contractor. Also, arrange for previous space to be cleaned.
25. Personnel should be asked to put desks in order, organize individual work areas, and remove all tags and labels from furniture and equipment.
26. The coordinator should check the inventory of items being moved to make sure that everything has been delivered.
27. The coordinator should prepare and submit to those responsible a list of all items not delivered, completed, or installed in time for the scheduled move-in date.
28. After move-in is completed, a check for damage to premises and personal property should be done.