

MOVE IN CHECKLIST:

FREIGHT ELEVATOR/ LOADING DOCK

- MOVERS - UNION
- DATE
- 6:00PM -11:00PM
- COI

COSMETIC

- PAINT
- CARPET
- CLEAN
- TRASH POLICY
 - RECYCLE
 - NON-RECYCLABLE

COMMUNICATIONS

- TELEPHONE/FAX
- DATA LOCATIONS
- CABLE TV
- ELECTRIC OUTLETS - DEDICATED CIRCUITS
- COPIERS/PRINTERS

ACCESS

- BUILDING PASS
- PHOTO ID APPOINTMENT
- EXERCISE ROOM
- BREAK ROOM/REFRIG.
- KEYS / KEYPAD