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
- EXCERISE ROOM
- BREAK ROOM/REFRIG.
- KEYS / KEYPAD

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