MOVE OUT CHECKLIST:

**FREIGHT ELEVATOR/LOADING DOCK**
- MOVERS - UNION
- DATE
- 6:00PM - 11:00PM
- COI

**COSMETIC**
- CLEAN
- TRASH POLICY:
  - RECYCLE - DAILY REQUESTS
  - NON-RECYCLABLE = ELECTRONICS & METAL

**COMMUNICATIONS**
- TELEPHONE - DISCONNECT
- DATA/INTERNET - DISCONNECT
- CABLE TV - DISCONNECT
- CONTACT:
  - POST OFFICE
  - SSO MAIL ROOM

**ACCESS**
- CANCEL PARKING WEEK MINIMUM PRIOR TO MOVE OUT
- RETURN BUILDING PASS
- RETURN KEYS
- RETURN PARKING PROXICARD

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