

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