

Off Site Move Checklist

- Submit Request for off Campus Space form
- Provost approved request
- Meet with University Real Estate Representative
- Review availability survey
- Tour preferred locations
- Select Suite and Negotiate lease
- Meet with Building Managers
- Meet with Space Planner
- Decide on Layout/ Staff Placement
- Set a budget
- Meet with IT to Identify Electrical, Phone, and Data Placement and Connectivity Requirements
- Select a Move Day
- Select Vendors
- Select Carpet, Wallcovering, Windowcovering, Interior Design Elements, and Style of Security
- Complete Inventory
- Order Equipment/Furniture
- Order Signage
- Coordinate with Building Manager and Schedule Movers
- Coordinate with Building Manager and Schedule Deliveries
- Confirm Delivery and Property Management Requirements
- Coordinate packing procedures with staff
- Order new stationery
- Send out change of address notices
- Update website
- Backup Files
- Distribute Keys and Collect old keys
- Confirm freight elevators and loading docks
- Move