

# Office DECOMMISSIONING Checklist

# Before Moving Day

## Thorough Inventory:

Create a master list of all items in the office. This includes furniture, electronics (computers, printers, phones, etc.), appliances, supplies, and decor. Note the condition of each item (e.g., functional, damaged). Assign a value where possible for record-keeping.

## Removal of Essential Items:

### Signage:

Take down all company signs, logos, and branding.

### Printed Materials:

Remove brochures, marketing materials, confidential documents, etc.

### Computer Hardware:

Pack up and transport desktops, laptops, hard drives, servers, and all relevant IT equipment.

### Office Equipment:

Printers, scanners, fax machines, etc., need to be carefully relocated.

### Company Files:

Secure all physical records that are vital to operations.

### Confidential Information:

Shred or securely dispose of all sensitive data. This includes financial records, customer information, employee data, and intellectual property. Follow data protection regulations strictly.

## Review Decommissioning Requirements

### Close Study of Lease Agreement:

Understand the exact conditions your space must meet before handing it back. This will avoid costly delays or disputes.

Pay attention to clauses about repairs, cleaning standards, and the removal of fixtures or installations you may have added

### Property Manager Communication:

Discuss the lease requirements and timeline with the property manager.

Clarify any expectations beyond what's in the lease and any specific inspection processes.

Ask about preferred or mandatory professional service providers (cleaning, hauling, etc.)

## Create a Detailed Timeline

### Sequence Matters:

The timeline should clearly outline the order of tasks: furniture removal, electronics, cleaning, repairs, final inspections

Allow time between steps for potential issues, such as needing longer to find a disposal solution for bulky items.

### Coordination of Contractors and Movers:

If using professional services, book them well in advance and align their schedules with your timeline.

Confirm any insurance, licenses, or certifications required by your property manager.

### Communication to Property Management:

Provide the property manager with your finalized timeline and contact information for anyone working on-site.

## Liquidate Furniture and Equipment

### Resale:

Consider selling unwanted furniture or equipment online or through used office furniture dealers.

## Donation:

Donate usable items to charities or schools. Research if there are local organizations that help businesses relocate excess furniture.

## Environmentally-Conscious Disposal:

If items can't be sold or donated, hire a reputable e-waste company for electronics recycling. General junk hauling services may offer environmentally sound options as well.

## Final Walkthrough and Inspection

### Walkthrough with Property Manager:

Schedule a final walkthrough with the property manager before your lease ends. This allows you to address any concerns they may have while you still have time.

### Documentation:

Take photos or videos of the space to document its condition. Have the property manager sign a document attesting that the space has been returned in the agreed-upon state.

### Additional Considerations:

#### Utilities/Services:

Cancel or transfer all utilities (water, electric, gas), phone, internet, and other services.

#### Mail/Delivery:

Update your address with the post office and any other services or subscription-based deliveries that come to your old office

#### Building Access:

Coordinate with building management to return keys, security cards, access fobs, and parking permits.