

# POST LEASE EXECUTION - ACTION PRIORITY LIST

**LEASE  
SIGNED**

**01**

## ORIENTATION MEETING

PLAN THE MOVE, DETERMINE TIMING/ CONSTRUCTION SCHEDULE, AND ALL PEOPLE INVOLVED.



## TIME SCHEDULES

OVERSEE AND MAINTAIN TIME SCHEDULES FOR ALL PHASES OF THE MOVE.



**02**

**03**

## INVENTORY

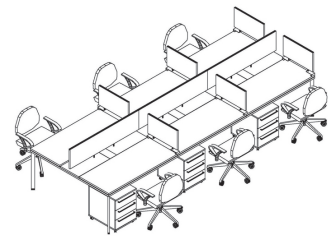
INVENTORY AND TAG ALL EXISTING FURNITURE.



PICK FURNITURE VENDOR, ASAP. 4-6 WEEK LEAD TIME!

## FURNITURE

FURNITURE PURCHASED, REUPHOLSTERED AND/OR REFURBISHED.



**04**

## DRAWINGS NEW SPACE

NEW SPACE EXISTING FURNITURE WITH TAG NUMBERS AND ANY NEW FURNITURE/ EQUIPMENT.

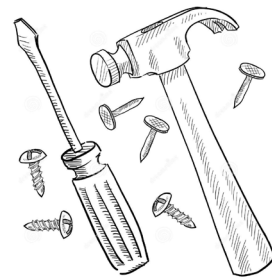


**05**

**06**

## CONSTRUCTION MEETINGS

ATTEND WEEKLY CONSTRUCTION MEETINGS TO KEEP ABREAST OF CHANGES.



**07**

## EQUIPMENT MOVING

TIME FRAMES AND RESPONSIBILITIES FOR BOTH THE PERSONNEL AND THE FURNITURE/ EQUIPMENT MOVE.



**08**

## MORE DRAWINGS

WORK STATION, FURNITURE, AND ROOM IDENTIFICATION NUMBER FOR EACH SPACE.



**09**

## MOVE INFORMATION

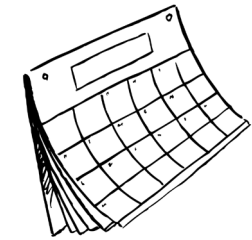
GATHER INFORMATION FOR THE MOVE:

- COMPUTER SPECIALIST
- TELECOMMUNICATIONS SPECIALIST - 30-90 DAY LEAD TIME
- ELECTRICIANS
- NEW AND EXISTING BUILDING OWNERS/ PROPERTY MANAGERS
- FILING AND STORAGE AREA SPECIALIST
- PLANTS AND ART WORK
- SIGNAGE
- GENERAL CONTRACTOR/ARCHITECT

**10**

## ANALYZE & SCHEDULE

ANALYZE THE RESPONSE FROM THE MOVE BID PACKAGE. CONTRACT CHOSEN COMPANY.



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