



Move-In Checklist

- ❑ Certificates of Insurance to Building Management for Tenant (Form "G") and all vendors involved with move-in.
- ❑ Order/install phones.
- ❑ Order additional office keys from the Office of the Building. (WebWor Work Order System)
- ❑ Arrange reservation of freight elevator with the Office of the Building.
- ❑ Order directory strips from the Office of the Building. (N/A)
- ❑ Order door signage from the Office of the Building. (N/A)
- ❑ Complete Building Forms (attached) and return to the Office of the Building. (Forms "A-G")
- ❑ Contact Parking Office to purchase parking key cards and /or validation booklets.
- ❑ Order building access cards. (Form "D")