

	<b>Office Move In Checklist – SMART JANITORIAL (888)-487-4029</b>		
<b>Pre-Move In</b>	<b>Tasks</b>	<b>Responsibility</b>	<b>Due Date</b>
	Sign Office Space Lease		
	Review New Location Floor Plan		
	Design or Hire Designer for new floor plans		
	Identify location for Printers and Copiers		
	Identify Location for Workstations		
	Identify personal Offices		
	Identify common area layout and furniture		
	Approve Floor Plans		
	Choose Project Manager for Office		
	Get quotes from contractors for work if needed		
	Schedule and approve timeline		
	Schedule Internet Service		
	Schedule Power Company Start Service		
	Schedule Water Company Start Service		
	Cancel Previous Office Utilities		
	Schedule Wiring and Cabling		
	Schedule Workstation Assembly		
	Schedule Handyman for TV, Whiteboard Wall Installation		
	Schedule Lock Smith		
	Schedule Office Furniture Delivery		
	Set up Mail forwarding with USPS		
	Update Mailing Address - Bank, Billing, Google Maps, Ads, Credit Cards, IRS, Insurance		
	Get Insurance for Office		
	Schedule Moving Company		
	Define Phone Equipment Requirements		
	Schedule Alarm Company- System Install		
	Schedule Employee Check in System		
	Order Phone Equipment		
	Schedule phone software changes		
	Schedule IT Resources		
	Organize department Resources for the Move		
	Complete Floor Plan and Build Out		
	Send Move Memo to all employees- Provide all details and deadlines		
	Supply employees with moving boxes if needed		
	Rent Moving Truck		
	Schedule Occupancy Permit		
	Schedule Move Out Cleaning Service		
	Return Key to Property Manager		
<b>Office Vendors</b>			
	Hire Coffee Vendor		
	Hire Food Vendor		

	Hire Drinking Water Provider		
	Hire Paper Supply Company (Office Supplies + Janitorial Supplies)		
	Find any needed Warehouse equipment purchase or rental		
	Hire Janitorial Company - SMART JANITORIAL (888)-487-4029		
	Hire Window Cleaning Company - SMART JANITORIAL (888)-487-4029		
<b>Office Stationery Supplies</b>			
	Pens (black, blue, red)		
	Pencils		
	Highlighters (various colors)		
	Permanent markers		
	Dry erase markers		
	Erasers		
	White-out correction tape/liquid		
	Sticky notes (various sizes/colors)		
	Notepads (legal pads, spiral notebooks)		
	Index cards		
	Printer paper (letter, legal, A4)		
	Sticky labels		
	Paper clips		
	Binder clips		
	Stapler		
	Staples		
	Staple remover		
	Tape (clear, masking, double-sided)		
	Hole punch (single & 3-hole)		
	Rubber bands		
	Scissors		
	Rulers		
	Envelopes (standard, large, padded)		
	File folders (manila, colored)		
	Hanging file folders		
	Dividers (for binders)		
	Binders (1-inch, 2-inch, 3-inch)		
	Clipboards		
	Shipping labels		
	Postage stamps		
	Address labels		
	Mouse pads		
	Wireless mouse & keyboard		
	Power strips		
	Surge protectors		
	Batteries (AA, AAA, 9V)		
	Whiteboard & dry erase markers		
	Trash cans		

<b><i>Kitchen Supplies</i></b>			
	Plates (disposable and reusable)		
	Bowls (disposable and reusable)		
	Cups (disposable and reusable)		
	Mugs (for coffee and tea)		
	Silverware (forks, knives, spoons)		
	Plastic utensils (forks, knives, spoons)		
	Serving spoons & tongs		
	Measuring cups & spoons		
	Cutting boards		
	Food storage containers (various sizes)		
	Ziplock bags (sandwich, quart, gallon)		
	Canisters for coffee, sugar, and tea		
	Drawer organizers		
	Coffee maker		
	Coffee filters		
	Water dispenser		
	Ice cube trays		
	Tea bags & coffee pods		
	Creamer, sugar, and sweeteners		
	Drink coasters		
	Water bottles		
	Microwave		
	Mini fridge or full-size refrigerator		
	Dish drying rack		
	Paper towel holder		
	Dish soap & sponges		
	Trash can & recycling bin		
	Dish towels		
<b><i>Bathroom Supplies</i></b>			
	Hand soap (Liquid or Foaming)		
	Air freshener (automatic dispensers or sprays)		
	Plunger		
	Toilet paper (2-ply and commercial rolls)		
	Toilet seat covers		
	Paper towels (trifold and roll)		
	Tissues (facial tissues)		
	Feminine hygiene products (tampons, pads)		
	Toilet bowl cleaner		
	Toilet brush & holder		
	Urinal Cakes or Screens		
<b><i>Janitorial Supplies</i></b>			
	Cleaning Gloves		

	Mop		
	Mop Bucket		
	Dust Mop		
	Broom		
	Dustpan		
	Multipurpose Cleaner		
	Glass Cleaner		
	Floor Cleaner		
	Degreaser		
	Small Trash Bags 20 x 24		
	Medium Trash Bags 30 x 40		
	Large Trash Bags 55 gallon		
	Carpet Stain Remover		
	Microfiber cloths		
	Duster (extendable for high surfaces)		
	Wet floor signs		
	Vacuum		
	Air purifier (optional for dust control)		
	Hand sanitizer		
<b>Move In Day</b>			
	Receive Office Key from Property Manger		
	Make Key Copies - Management/ Vendors		
	Walk property list and photograph any damage and send it to property manager		
	Direct Movers where to place items		
	Test all Utilities		
	Test Printers and Copy Machines		
	Test Internet		
	Test Phones		
	Test Computers		
	Test Security System		
	Verify Workstation Set up		
<b>Maintenance</b>			
	Janitorial Service - SMART JANITORIAL (888)-487-4029		
	Hire Window Cleaning Company - SMART JANITORIAL (888)-487-4029		
	Hire Annual Carpet Cleaning Company -SMART JANITORIAL (888)-487-4029		
	Hire Annual Floor Cleaning Company -SMART JANITORIAL (888)-487-4029		
	Hire Quarterly Pressure Washing Company - SMART JANITORIAL (888)-487-4029		
	Replace Air Filter		