



Leased Property

OFFICE RELOCATION & CLOSING GUIDE

This checklist is a general guide to some of the events that may be required in closing or relocating an office. Every department, operation and leased property is different and unique. This checklist may not encompass all the activities required given a particular situation or operation.

1. **Start Early:** Once you are aware of the office relocation or closing, begin planning and coordinating. A closing or relocation is a major undertaking and a collaborative effort is needed to ensure a successful outcome. The creation of a Move Team or Move Manager with the responsibility of ensuring a seamless transition will assist in facilitating all aspects of the change.
2. **Confirm VITA:** Follow up with your agency's Customer Account Manager or technology contact to confirm the relocation or closing and verify that the work request, ticket or telecommunication service request (TSR) has been submitted to VITA and that VITA has scheduled the relocation or closure of the office.
3. **Contact and coordinate office vendors:** Contact those vendors supporting the office function. Examples of typical vendors include, but are not limited to: security, copiers, postage machines, utilities, pest services, cleaning /janitorial, supplies, food and beverage vending, movers.
4. **Communicate with your customers:** Tell your customers you are relocating or closing and provide the future location where they can receive the services provided by the office. Order new business cards and stationary.
5. **Identify surplus items and contact DGS Surplus Property:** The DGS Surplus Property Management Office redistributes a wide range of surplus state and federal property to state agencies, qualified non-profit organizations, small businesses and to the public. This property includes office furniture, such as desks, chairs, stands, book shelves, coffee tables, conference tables, meeting tables, office equipment and printers and copiers. Additional information and contacts can be found at www.dgs.virginia.gov/surplus
6. **Discard trash and debris:** Once the DGS Surplus Property team has confirmed items for the surplus program, discard items that will no longer be needed.
7. **Condition of property when vacated:** Refer to the lease and/or contact BRES TM or Lease Administration Team as to what the condition of the property should be upon vacancy.
8. **Confirmation with landlord:** Confirm vacancy date with the property manager or landlord and BRES.
9. **Move:** Move out of the existing facility.
10. **Final walk through:** Coordinate a final walk through with the property manager or landlord. At this time, return any keys or codes to the property manager or landlord. Contact the BRES TM or BRES Lease Administration Team when the final walk through is complete.