

# MOVE-IN CHECKLIST

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*date completed*

**1. Office Furnishings**

New furniture should be ordered a minimum of 10 weeks in advance of your move. Check with your designer for more information.

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**2. Telephone Service**

Contact your communications company to arrange service. We suggest at least 4 weeks notice. Also, try to get your new telephone numbers in time to include them on your stationery orders.

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**3. Tenant Signage**

Please contact Baker Center Management at least 3 weeks in advance of move-in with company signage requests.

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**4. Security Procedures**

Please contact Baker Center Management in writing at least 3 weeks before move-in so an Emergency Procedures pamphlet can be issued.

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**5. Stationery**

To ensure receipt of your letterhead, envelopes, business cards, etc. by your move-in date, contact your printer at least 2 weeks in advance.

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**6. Suite Keys**

Please contact Baker Center Management for keys at least 1 week in advance of move-in.

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**7. Moving Arrangements**

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Please contact the Baker Center Operations Manager (612-344-1880) at least 1 week in advance of your move to provide: \_\_\_\_\_

- the name and phone number of your moving company contact
- date and estimated arrival time of moving trucks
- freight elevator reservations

**8. Utility Change**

NSP must be notified 1 week in advance of your move-in for meter billing. Please call 651-282-1234. \_\_\_\_\_

**9. Change of Address**

Be sure to file a Change of Address form with the U.S. Post Office to ensure forwarding of your mail. \_\_\_\_\_

Also, remember to change any subscriptions, charge accounts, mailing lists, etc. Check with each periodical or company to determine the time frame they require.

You may wish to let your clients know in advance what your new address will be by sending them a card.

**Baker Center Requirements**

1. A Tenant's representative must be present during the move.
2. Movers are to use only the elevators assigned by the Baker Center Operations Manager.
3. Furniture deliveries are not allowed through the loading dock prior to 5:30 pm, Monday through Friday.