

Building access checklist

Property manager worksheet | October 2026

Use this with the property manager at both buildings before confirming your commercial move.

PROJECT / TENANT: _____

TARGET DATE: _____

BUILDING / SUITE: _____

People and dates

- ☐ Record both building addresses, suite numbers and on-site contacts.
- ☐ Confirm permitted work hours, target dates and the building approval deadline.

Insurance and vendor setup

- ☐ Send the building's required insurance limits, endorsements and certificate-holder wording to BMG.
- ☐ Identify the person who approves the COI and completes vendor registration; confirm acceptance before work.
- ☐ Request the current W-9 directly for accounts payable if needed.

Loading and access

- ☐ Confirm who reserves the loading dock, freight elevator and any security escort; record reservation windows.
- ☐ Check truck clearance, parking, dock rules, elevator dimensions and weight limits against the inventory.
- ☐ Agree the access route, protection requirements, fees and responsibility for reservations in writing.

Move scope and responsibilities

- ☐ Mark items moving, staying or being removed; share an inventory and destination floor plan.
- ☐ Assign packing, furniture disassembly, IT shutdown/reconnection and access-control responsibilities.
- ☐ For a move-out, have the property manager confirm removal, cleaning and handback requirements.

Final handoff

- ☐ Confirm the written scope, price, schedule and building approvals with your BMG project manager.
- ☐ Arrange a joint walkthrough, record condition and outstanding items, and name the handoff approver.
- ☐ List any required disposal or recycling records in the agreed scope and confirm availability before work.

APPROVAL CONTACT / OPEN ITEMS:

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Confirm scope, dates and building approval in writing. Coverage is subject to policy terms.

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