

# Office decommissioning checklist

Site / suite: \_\_\_\_\_ Handover date: \_\_\_\_\_ Project lead: \_\_\_\_\_

## 1. Confirm the required handover

- ☐ Review your lease and obtain the landlord's written handover requirements.
- ☐ Walk the space together and identify fixtures, furniture and equipment that must remain.
- ☐ Agree the written removal and cleaning scope, responsibilities and completion window.
- ☐ Confirm building access, dock reservations, insurance documents and inspection arrangements.

## 2. Separate and authorize the work

- ☐ List items to relocate, reuse, donate, recycle or dispose of, and identify who approves each.
- ☐ Have your IT lead secure records, remove data-bearing equipment and approve data handling.
- ☐ Identify electrical, cabling and other specialist work for the responsible qualified providers.
- ☐ Keep regulated or hazardous materials outside ordinary furniture disposal; arrange suitable handling.

## 3. Inspect and document completion

- ☐ Check the cleared areas and agreed cleaning or repair work against the written scope.
- ☐ Request agreed recycling, disposal or donation records from the responsible providers.
- ☐ Record remaining work and the person responsible before the landlord walkthrough.
- ☐ Obtain the landlord's handover acknowledgment and return keys or access credentials as agreed.