

## MOVE CHECKLIST

<p><b>180 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If collocation, notify GSE of intent to move</li> </ul>	<p><b>21 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notice to Legislature &amp; key publics</li> </ul>
<p><b>120 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Phone/data/video requests to ICN</li> <li><input type="checkbox"/> ICN communications needs (switch?)</li> </ul>	<p><b>14 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Moving boxes</li> <li><input type="checkbox"/> Report phone number changes</li> <li><input type="checkbox"/> Client list procedure/LTFT</li> <li><input type="checkbox"/> Phone procedures/LTFT</li> <li><input type="checkbox"/> Manual update procedure/LTFT</li> <li><input type="checkbox"/> Official receipt books</li> <li><input type="checkbox"/> Radio news release</li> </ul>
<p><b>90 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notice to County Boards/space needs</li> <li><input type="checkbox"/> Lease agreement                             <ul style="list-style-type: none"> <li><input type="checkbox"/> ADA survey form</li> <li><input type="checkbox"/> Tenant improvements                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> Blueprint</li> <li><input type="checkbox"/> Electrical</li> <li><input type="checkbox"/> Plumbing</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Office furniture layout</li> <li><input type="checkbox"/> Order new furniture/equipment/files</li> </ul>	<p><b>7 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Forward mail</li> <li><input type="checkbox"/> Directory listing for phones</li> <li><input type="checkbox"/> Public announce (TV/radio)</li> </ul>
<p><b>75 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lease to Support Services</li> </ul>	<p><b>After Move is Complete:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final walk through of old space w/landlord</li> <li><input type="checkbox"/> Cancel maintenance agreements</li> <li><input type="checkbox"/> Fixed asset inventory updates</li> <li><input type="checkbox"/> Business Reply Mail accounts</li> <li><input type="checkbox"/> LTFT office audits</li> <li><input type="checkbox"/> Revise Manual distribution</li> </ul>
<p><b>60 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Termination notice to landlord</li> </ul>	<p><b>DUE DATES:</b></p>
<p><b>45 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Notice/sheriffs, etc./CPI move</li> <li><input type="checkbox"/> General newspaper release</li> </ul>	<p><b>SCHEDULED TRAINING:</b></p>
<p><b>30 Days:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Select moving company (3 bids)</li> <li><input type="checkbox"/> Files to Records Center</li> <li><input type="checkbox"/> Reassign/surplus furniture/equipment</li> <li><input type="checkbox"/> Reassign vehicles</li> <li><input type="checkbox"/> Reassign supplies/forms</li> <li><input type="checkbox"/> Reassign CIDS equipment</li> <li><input type="checkbox"/> Report address changes &amp; move dates                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Central Office</li> <li><input type="checkbox"/> Pagers</li> <li><input type="checkbox"/> Utilities (gas/water/electric)</li> <li><input type="checkbox"/> Telephone (directory)</li> </ul> </li> <li><input type="checkbox"/> ID Appeals hearing locations</li> </ul>	