

ACTION ITEMS FOR MOVING/CLOSING AN OFFICE

ADMINISTRATIVE

- ☐ To initiate closing an office, submit an MRP Form 114 to the MRPBS/AAMD Realty team (Request for Changes to Space and Field Offices and Lease of Facilities) to reflect the program's request to close an office.
 - If a move is taking place due to a new or replacing space requirement, then your initiating forms (MRP Form 114/114A) have already been received by Realty and no further forms are needed.
- ☐ Assign a Move Coordinator to serve as the main point of contact for all communications.

MOVE OF EQUIPMENT, PERSONNEL AND TELECOMMUNICATIONS

- ☐ Amend or cancel equipment maintenance agreements (i.e. computers, copiers, HVAC or special equipment) with AAMD Contracting. Some service providers require long lead times.
- ☐ For locations where the program pays for utilities, program must contact utility company and MetTel to cancel service.
- ☐ Arrange for the moving or termination of telecommunication services with CEC, i.e. analog lines that may be used for a fax or alarm monitoring system.
- ☐ Contact the AAMD Household & Move Coordinator to coordinate and arrange for a move vendor to inventory your property for your upcoming move, as well as schedule tentative move.
- ☐ Cancel or redirect undelivered purchases or contract items with AAMD Contracting (i.e. Security Agreements and Maintenance Contracts).
- ☐ Arrange for disposal of excess personal property, motor vehicles and/or Accountable Officer change with AAMD Property.

ADDRESS CHANGES

- ☐ Change or cancel addresses with Post Office.
- ☐ Notify Post Office and other program offices where to forward mail.
- ☐ If the office is relocating in the same area and will be receiving Business Reply Mail (BRM) at the same post office where the accounts were opened, notify the post office of the new address on a PS Form 3615 (USPS Form).

- ☐ If the office is closing and has BRM accounts, notify the post office handling the accounts that you want to cancel them.
- ☐ If you have a postage machine, turn in postage meter to meter company, or notify the meter company of change of address if taking the meter to new location.
- ☐ Notify UPS and FedEx users to update the return address. Customers should be notified of the new address.
- ☐ Order new stationary and other address-required items.
- ☐ Update forms and/or web pages with the new address.

VACATING SPACE

- ☐ Cancel or update address/location change for utility accounts, janitorial contracts, including all telecommunications/security as listed above, if under a USDA account.
- ☐ “Walk Through” of vacant space with GSA/Landlord noting discrepancies, if any.
 - GSA Lease = GSA will set this up with Lessor and ask for a program representative to be in attendance.
 - Agency Lease = your MRPBS Realty Specialist will coordinate with you and the Lessor/Lessor’s representative for the “Walk Through” along with providing the MRP Form 111, Space Condition Report, to be filled out and signed. The MRP Form 111 should be signed by the Lessor and Program Personnel, then sent to your Realty Specialist for signature and file documentation.
- ☐ Turn in all office keys, elevator cards and access/parking cards.

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