

ACTION ITEMS FOR MOVING/CLOSING AN OFFICE

ADMINISTRATIVE

- When 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 down an office.
 - If a move takes place due to a new or replacing space requirement, then your initiating forms (MRP Form 114/114A) have already been received by the Realty team.
- Assign a Move Coordinator to serve as the main point of contact for all communications
- Establish list of emergency contacts during the move.

MOVE OF EQUIPMENT, PERSONNEL AND TELECOMMUNICATIONS

- Have maintenance agreements (i.e. computers, copiers, HVAC or special equipment) amended or canceled with AAMD Contracting. Some service providers require long lead times.
- Arrange for the moving or termination of telecommunications service with APHIS or AMS Telecommunications Contacts. (i.e. calling cards, e-mail ID's, and Telecommunications services such as local carrier, FTS-2001, data circuits, radio circuits, wireless cell phone/pagers) NOTE: Ordering of new phone systems and movement of satellite antennas can require 90-day notification.
- Contact the AAMD Household & Move Coordinator to coordinate and arrange for a move vendor to inventory your property for your upcoming move.
- Cancel or redirect undelivered purchases or contract items with AAMD Contracting (i.e. Security Agreements and Maintenance Contracts).
- Arrange for disposal of personal property, motor vehicles and/or Accountable Officer change with AAMD Property.

ADDRESS CHANGES

- Change or cancel addresses with Post Office.
- Have your Program Manager change or cancel your FEDSTRIP code address with AAMD Contracting.
- Notify Post Office and other program offices where to forward any 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 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.

- If the office is closing and has BRM accounts, notify the post office handling the accounts that you want to cancel them.
- Order new stationary and other address-required items.
- Update forms and/or web pages with the new address.
- Notify UPS and FedEx users to update the return address. Customers should be notified of the new address.

VACATING SPACE

- Cancel utilities, janitorial, including all telecommunications/security as listed above, if under a USDA account.
- Schedule a “Walk Through” with GSA/Landlord noting discrepancies.
 - GSA Lease = GSA will take care of noting any discrepancies or issues.
 - Agency Lease = your MRPBS Realty Specialist will notify you to coordinate the “Walk Through” with the Lessor and to complete the MRP Form 111, Space Condition Report, that allows you to document any discrepancies or issues with the space. 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.

Revised November 2018