### **Office Building Checklist**

#### **I. Planning and Setup**

1. **Design and Layout**
   * Allocate spaces for workstations, meeting rooms, and common areas.
   * Ensure ergonomic furniture and setups.
   * Design spaces for accessibility.
2. **Utilities and Services**
   * Install electrical and plumbing systems.
   * Set up internet and phone connections.
   * Arrange for HVAC and lighting systems.

**II. Move-In Phase**

1. **Setup**
   * Arrange office furniture and equipment.
   * Install security systems and access control.
   * Organize storage and filing systems.
2. **Team Transition**
   * Communicate new office protocols to employees.
   * Provide orientation on office layout and amenities.

**III. Maintenance Phase**

1. **Facility Management**
   * Schedule regular cleaning and maintenance.
   * Monitor and replenish office supplies.
   * Address repair and maintenance issues promptly.