

# 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.