Administrative Office Closure Checklist

Four to Two Months Before Close Out

Completed	Activity
	Choose a move closure coordinator to oversee all activities
	Set a budget for the move, transfer and develop the asset inventory (following USG regulations)
	Give notice to storage or potential buyers and allow them to come view the equipment or materials marked for disposal (for items not on the USG approved disposition plan)
	Declare existing damages of your inventory
	Plan for allocation or decide on transfer of equipment that fall below USG threshold of USD 5000.
	Issue contract termination notices
	Plan equipment transfer schedule
	Prepare the move schedules and instructions for your staff for equipment being taken back to donor or shared with other organizations via the approved disposition plan
	Review lease agreements and provide notice to landlord as applicable

One Month Before Close Out

Completed	Activity
	Inform any customers and other clients about the project end date and state last date by which outstanding invoices, payments and other expenses will be processed
	Post the information on the project website as necessary
	Ensure all keys and access cards for the office are ready to back deposit by staff
	Update records and ensure they are ready for archival
	Arrange the storage of the records
	Prepare cartons, moving crates and other packing materials for any transferables
	Ask staff to begin packing up some of things that may no longer be in use but will be handed over to HR. i.e. begin desk clearing
	Arrange disconnection of all utilities in the office i.e. water, electricity, internet (see utilities checklist)

Two Weeks Before

Completed	Activity
	Arrange for final cleaning and carpeting if required to leave the office as per lease terms.
	Make and distribute a contact list to find each staff after project closure incase there is a lay off of employees.
	Distribute the final closeout days plan to all employees
	Cancel papers delivery
	Assign the person to fully on -site on the final termination date.
	Assign somebody to pack things of any staff who may be absent.

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One Day Before

Completed	Activity
	Empty & transfer your safe-deposit box
	Prepare the equipment for the move
	Remind bank to effect account closure.
	Defrost refrigerator

A Day of the Official office closure

Completed	Activity
	Clean the office
	Collect office keys and other valuables held by staff.
	Move plants
	Celebrate this event perhaps…