

# Agency Moves Checklist

## Vacating Leased Space Checklist

### DGS Responsibility

- DGS-Portfolio will confirm with the Occupying Agency (Agency) via an Intra-departmental Agreement (IDA) that the Agency will vacate occupied space on a specific date (the “Move Date”).
- DGS-Portfolio will send a letter to the landlord notifying the landlord of the Move Date upon receipt of an IDA signed by DGS and Agency.
- A minimum of six months before vacating space DGS-Portfolio will notify OCTO DC NET (Don Johnson and Teen Baharu) to ensure removal of IT equipment.
- DGS-Portfolio will work with DGS-Division of Energy to ensure that arrangements are made for termination or transfer of utilities.
- DGS –Portfolio will coordinate initial walk-thru at least 48 hours prior to the Move Date with the Agency Point of Contact (POC) and DGS-Facilities to document the condition of the leased space.
- DRES Portfolio will coordinate final walk –thru on the Move Date with the landlord, DGS-Facilities and Agency Contact for the purpose of identifying damages that the landlord and Agency, acting through DGS, agree are the responsibility of the District.
- DGS-Portfolio and DGS General Counsel will negotiate with the landlord on how to resolve any agreed upon damages.
- On the Move Date, DGS Facilities will collect all keys, access cards, building security or fire alarm passwords and similar items for the leased space from the Agency and will provide them to the landlord and will simultaneously get a written and dated acknowledgement of receipt from the landlord. DGS Facilities will send DGS Portfolio and DGS General Counsel a copy of the written receipt.
- Promptly, after the Move Date, DGS Portfolio will send a written notice to landlord, with a copy to the Agency, confirming that the District has vacated the leased space, confirming the delivery of keys/cards/passwords, and the dates of each.

### Agency Responsibility

- Agency will execute Intra-departmental Agreement (IDA) prepared by DGS at least 6 months prior to Move Date.
- Agency will designate Agency Point of Contact (POC).
- Agency will conduct an inventory of all furniture and equipment and work with the Office of Contracts and Procurement (OCP) to ensure that the correct procedures are followed in the removal and or disposal of surplus furniture and equipment.
- Agency will coordinate with the Office of the Chief Technology Officer (OCTO) to ensure that all phones/ IT equipment are properly disposed of, or are transferred to a new location.
- The Agency will be responsible for the cost of the agreed to damages identified in the final walk-thru by DGS-Portfolio, landlord and the Agency POC.
- On Move Date, Agency will ensure that leased space is vacant of all District-owned furniture and equipment and broom swept.
- Agency will submit an MOU to DGS-Portfolio the cost of the agreed to damages within 14 days of receiving notice from DGS.