

Tenant move-out responsibilities list

The following is a general list of items you may be responsible for as part of your move-out. Please review the list and address any applicable items.

- All lighting is to be placed into good working order. This includes replacement of bulbs, ballasts, lenses, “exit” lights and “emergency” lights throughout the office and warehouse areas.
- All overhead doors, man doors, dock levelers, dock shelters and related equipment should be serviced and placed in good operating order. This would include the necessary replacement of any dented overhead door panels, loose or missing bottom seals and adjustment of door tension to ensure proper operation. All door panels, which are replaced need to be painted to match the building standard. All dock bumpers must be left in place and well secured. Missing or damaged dock bumpers should be replaced. Dock levelers should be fully functional.
- All structural steel columns and any interior downspouts in the warehouse should be inspected for damage. Any repairs to the structure must be pre-approved by the Landlord.
- Heating/air conditioning systems should be fully functional and in good working order, including the necessary replacement of any parts to return the unit to a well-maintained condition. This includes rooftop units, warehouse heaters, exhaust fans and paddle fans. The Landlord will have an exit inspection performed by a certified mechanical contractor to verify the units have been properly maintained. Any thermostat keys need to be returned.
- All holes in walls throughout the office and warehouse areas should be repaired prior to move out. Drywall repairs need to be painted to match the existing paint as needed. This includes all office partitions and warehouse demising walls. Also the demising wall must be realigned if it has been moved out of place.
- The office areas should be returned in a clean condition, which includes cleaning of the restrooms, break room / kitchen area, windows, window blinds and other portions of the space.
- The carpets and vinyl tiles should be in a clean condition and should not have any holes or chips in them.
- The warehouse should be in broom clean condition with all inventories and racking removed. There should be no protrusion of anchors from the warehouse floor and all holes should be patched using an epoxy product. This includes chipping or spalling of the construction joints. All wires or cables hanging from the roof system should be removed and/or rolled up and secured at the roof deck (landlord approval required). Cobwebs should be removed from the roof joists,

paddle fans, and exhaust fans. If machinery/equipment is removed, all electrical is to be properly terminated at the electric panel and air/water lines are to be removed.

- All windows, mullions and glass doors with cracks or breakage should be replaced. If provided by the Landlord at move in, all hurricane shutters and hardware are to be left onsite and in good condition.
- Keys shall be provided for all locks on the premises, including front doors, rear doors and if applicable, interior doors.
- Items that have been added by the Tenant and affixed to the building will remain the property of the Landlord unless agreed otherwise. Please note that if modifications have been made to the space, such as the addition of office areas, the Landlord retains the right to have the tenant remove these at the tenant's expense.
- All electrical systems should be left in a safe condition that conforms to code. Bare wires and dangerous installations should be corrected prior to move out.
- All plumbing fixtures should be in good working order, including the water heater. Faucets and toilets should be operational and leak free. Any sump pumps in the truck wells should be operational and free of debris.
- Fire / life safety systems should be in good working order, including fire extinguishers. All fire sprinkler systems associated with tenant trade fixtures and/or racking are to be removed.
- All tenant installed signage or sign graphics are to be removed and the surface restored and painted to match the existing color.
- All waste containers shall be removed from the premises and the exterior of the building shall be clean of all debris.
- Remove any and all tape, paint and customer specific markings on the concrete warehouse floor.
- All roof mounted equipment and roof penetrations specific to the tenant's use shall be removed and the roof restored to the original condition. All roof repairs shall be completed by Landlord's roofing contractor to avoid voiding any warranties. Remove all burglary alarm keypads, data and cable lines throughout the office, warehouse and interior/exterior security cameras throughout the building. Holes caused by the removal of keypads should be patched and painted to match the existing wall color.