Decommission Planning Form

Thank you for reaching out to OFR for your upcoming office decommission!
We provide the services to restore your space to what your landlord requires.

At OFR, we believe that a great furniture removal project is based on great communication. To help with great communication, we will use the following packet throughout the decommission process.
Our decommission steps are as follows:

1. Gather information to confirm scope.
2. Site visit with proper vendors.
3. Quote & Discussion.
4. Award of project & Terms.
5. Coordination of vendors.
6. Start of project.
7. Progress reporting.
8. Final signoff.

We understand that you may not have all the answers right away. Please share what you can now, so we can get started. As you figure out more answers, please update the form so we can get an accurate proposal to you.

We look forward to decommissioning your office!

Start your Planning
Please tell us a little bit about your space and project so we can get the best possible team on your project.

Decommission Site Address:

Planning Contact: _____
Phone Number: _____
Email Address: _____

What is the square footage of your space?   _____
How many employees are in your current space?   _____
What is the timing/schedule of your decommission?   _____
Do you have a floorplan available? If so, please email it to us.   _____

Please send us a few pictures of your typical private offices and workstations.
Example pictures:

Continue your Planning
Please send back the answers to the questions in the below box prior to our site visit. All information can be verified during our site visit and will be needed before we can provide you a quote.

OFR
OFFICE FURNITURE RESOURCES

	Yes	No	Need More Information

General Scope-
- Are you moving any of your current furniture with you? ☐ ☐ ☐
  - If so, that furniture needs to be identified.
- Do all whiteboards, corkboards, and artwork need to be removed from the walls? ☐ ☐ ☐
- Are there any projectors or projector screens that need to be removed? ☐ ☐ ☐
- Are there any storage rooms not within the main space that need to be cleaned out? ☐ ☐ ☐
- Do you need to leave the space broomswept? ☐ ☐ ☐
- Is there any high density filing that needs to be removed? ☐ ☐ ☐
  - If so, does the flooring need to be removed? ☐ ☐ ☐
- Will any kitchen appliances need to be removed? ☐ ☐ ☐
  - If so, has the building been made aware they will need to disconnect the water lines? ☐ ☐ ☐
- Are there electrical connections that need to be cut and made safe? ☐ ☐ ☐
- Can the data lines be cut at the wall? ☐ ☐ ☐
  - If not, can they be pulled and coiled at the wall? ☐ ☐ ☐
  - Or do they need to be brought back to the box? ☐ ☐ ☐
- Is there a charity you work with? ☐ ☐ ☐
  - If so, which one?
- Are we able to walk potential customers through your space to show them furniture prior to the decommission starting? ☐ ☐ ☐
- Will you require a Disposition Report at completion of the project? ☐ ☐ ☐

Site Information:
- Does your building require Union labor? ☐ ☐ ☐
- Do you have a copy of the building rules? ☐ ☐ ☐
- Can we complete all work during regular business hours? ☐ ☐ ☐

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	Yes	No	Need More Information

Technology-
- Do you have any E-Waste? ☐ ☐ ☐
- Do you have any Cooling Units in IT rooms that need to be removed? ☐ ☐ ☐
- Do you have any Fire Suppression systems that need to be removed? ☐ ☐ ☐
- Are there any security systems that need to be removed? (cameras, key card readers, etc?) ☐ ☐ ☐

Restoration/ Light Construction-
- Do any decals need to be removed from the walls? ☐ ☐ ☐
- Does signage need to be removed from the walls? ☐ ☐ ☐
- Do the walls need to be patched (from removing decals, signage, security systems)? ☐ ☐ ☐
- Do the patched walls need to be painted? ☐ ☐ ☐
- Does any carpet need to be removed? ☐ ☐ ☐
- Is there any raised flooring that needs to be removed? ☐ ☐ ☐

Additional Services-
- Do you need a box move for employee items? ☐ ☐ ☐
- Do you need storage for employee items during the decommission? ☐ ☐ ☐
- Do you need a technology move? ☐ ☐ ☐
- Do you need help coordinating and Employee Sale? ☐ ☐ ☐
- Do you need panel cleaning? ☐ ☐ ☐
- Do you need reupholstery of existing panels or furniture? ☐ ☐ ☐
- Do you need us to ship or receive any product? ☐ ☐ ☐

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