

GREENHOUSE MEDICAL PLAZA MOVE-IN CHECKLIST

- ☐ **COMPLETE THE CONTACT SHEET**
This form is located on the Greenhouse Medical Plaza Website under Tenant Forms.
This will include your contact to be set up in the Angus Work Order system. Select the person in your office who will be responsible for entering the Work Orders.
- ☐ **MAIL**
The mailboxes are assigned by the USPS. Go the Post Office to complete their forms and they will provide your keys and assign your box. The boxes are located on the 1st floor behind the elevators.
- ☐ **ACCESS FOBBS**
Complete the Access Card form located on the Greenhouse Medical Plaza Website under Tenant Forms. One form must be completed for each employee who requires an access fob.
The first set of cards are at no cost. Lost cards/replacement cards are \$10.
- ☐ **MOVE-IN INSTRUCTIONS**
Instructions are located on the Greenhouse Medical Plaza Website under Policies & Procedures.
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- ☐ **MOVE-IN VENDOR COIS**
All vendors require a Certificate of Insurance before they can be onsite. This includes movers, installers, cable, etc. An example of the Vendor COI that includes the additional insured language is on the Greenhouse Medical Plaza Website under Tenant Forms. Provide the example to each of your vendors. Provide the COI to the management office for review prior to scheduling the vendor.
- ☐ **TENANT COIS**
Per the terms of your Lease, the Tenant COI must be received by management prior to move in. An example can be found on the Greenhouse Medical Plaza Website under Tenant Forms.
- ☐ **DATA & COMMUNICATIONS**
A list of vendors who provide fiber/internet/phone in the building can be found on the Approved Vendor List.

FAQS



IS THERE A LINK TO THE WEBSITE?

<http://www.greenhousemedicalplaza.com>



HOW DO I RESERVE THE CONFERENCE ROOM?

The contact information submitted to be entered into the Angus Work Order system will also have access to the building calendar and can reserve the conference room.



DO I GET MONUMENT SIGNAGE?

First, check your lease language regarding monument signage. Once you know the terms of the signage, please contact the management office for next steps.



HOW DO I GET MY MAILBOX?

Go to the Post Office to complete their forms and they will assign your keys and your box number.