**Set up services**

Order change of address labels

Arrange external maintenance

Arrange for trash disposal

Arrange for cleaning service

Order security system, keys, and access cards

Send change of address to vendors, customers, subscriptions

Order checks with new address

Install phone system

Schedule disconnection of utilities

Service setup complete

**Create office assignment layout**

Assign office spaces

Assign new phone numbers, extensions

Create new office extension directory

Create new office layout map

Create new fax cover sheet

Office plan complete