



Your Office Decommission Checklist



Phase 1: Site Audit & Legal Compliance

This phase establishes the technical scope based on specific lease obligations.

- Lease Restoration Review: Identify clauses mandating the removal of tenant improvements (TI) like custom flooring or glass partitions.
- Property Manager Walkthrough: Document existing wear versus required repairs at least 60 days before move-out.
- Permit Verification: Confirm if electrical capping or structural removals require municipal permits in Buena Park or Orange County.
- Safety Planning: Finalize site-specific safety protocols for high-voltage terminations and heavy systems disassembly.

Phase 2: Electrical & Mechanical Decommissioning

Safe termination of furniture-integrated power and restoration of building circuits to NEC standards.

- Hard-Wire Termination: Identify and safely cap all hard-wired furniture connections to building power using a qualified technician.
- Soft-Wire Extraction: Remove all modular power whips and interconnecting cables from workstation panels prior to breakdown.
- Lighting Restoration: Remove tenant-added fixtures and verify the original lighting layout is fully functional.
- HVAC Balancing: Adjust air distribution systems if partitions were removed to prevent building climate imbalances.

Phase 3: IT & Data Infrastructure

Removal of low-voltage systems per NFPA and NEC 800.2 standards.

- Low-Voltage Extraction: Remove all abandoned Cat5e, Cat6, and fiber optic cabling from plenum spaces and wall cavities.
- Server Room Migration: De-install server racks, UPS units, and network hardware for secure transport or recycling.
- Certified Data Destruction: Shred or wipe all removed storage media to maintain HIPAA or corporate compliance.
- Network Port Labeling: Ensure any remaining cabling is labeled and terminated at patch panels to avoid "ghost" lines.

Phase 4: Asset Disposition & Environmental Compliance

Adherence to California environmental regulations for commercial asset disposal.

- Relocation Mapping: Tag and move identified assets to the new facility.
- Furniture Liquidation: Segregate high-value systems (Herman Miller, Steelcase, etc.) for resale to offset project costs.
- Charitable Donation: Arrange tax-deductible pickups for functional furniture with local SoCal non-profits.
- E-Waste Recycling: Process all electronics through a California-certified e-waste facility.
- Responsible Disposal: Haul non-recyclable debris to an approved legal landfill.

Phase 5: Final Restoration & Handover

Restoring the premises to "broom-swept" condition for security deposit return.

- Wall Restoration: Patch holes from mounted monitors or whiteboards and perform color-matched painting.
- Flooring Remediation: Remove adhesive residue from carpet tiles or repair hard surfaces where furniture was bolted.
- Ceiling Grid Repair: Replace stained or missing ceiling tiles caused by cabling or lighting adjustments.
- Final Broom-Swept Cleaning: Execute a total site clean including glass surfaces, window perimeters, and restrooms.
- Access Credential Return: Inventory and return all keys, fobs, and parking passes to the property manager.