

One Eleven Congress



Customer Move-In Checklist and Additional Information

- ✓ Lease Agreement signed/executed <https://www.111congressave.com/contact-us>
- ✓ Document Property Management Contacts <https://www.111congressave.com/property-management-contacts>
- ✓ Review One Eleven's Website <https://www.111congressave.com>
- ✓ Complete and submit Contact Information Updates, which includes:
 - Primary contacts for building-wide messages and routine Property Management and Security inquiries
 - Accounting/billing contacts
 - After-hours HVAC requestors through Web Smart Air
 - Floor Wardens for building-wide emergencies and evacuations
 - After-hours emergency contacts (suite only)
 - Listings for the public building directory (kiosk adjacent to Security desk on the 1st floor)
 - Plaza Level Conference Center bookings
 - Emergency broadcast recipients (building-wide, day or night)
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 - Authorized Work Order requestors (for repairs, Engineering, Janitorial and Security requests) through Commercial Café
- ✓ Submit Work Order for suite build-out/construction (include General Contractor, Superintendent name & cell phone number, Sub-contractors approved to be on-site, and broad timeline) <https://www.111congressave.com/forms--links>
- ✓ Forward Certificates of Insurance ("COIs") to Property Management for suite build-out/construction vendors <https://www.111congressave.com/property-management-contacts>
- ✓ Review One Eleven's Rules and Regulations <https://www.111congressave.com/forms--links>
- ✓ Review Move-In Procedures <https://www.111congressave.com/policies-procedures>

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- ✓ Forward Certificates of Insurance (“COIs”) to Property Management for moving company and regular vendors (plant watering, document shredding, carpet cleaning, appliances repair) <https://www.111congressave.com/property-management-contacts>
- ✓ Contact Property Management regarding exterior suite signage (typically for multi-tenant floors only) <https://www.111congressave.com/property-management-contacts>
- ✓ Review One Eleven’s emergency procedures <https://www.111congressave.com/emergency-procedures>
- ✓ Contact Property Management with a list of any persons in your office physically unable (both temporarily and permanently) to evacuate the building down the stairs in case of emergency <https://www.111congressave.com/property-management-contacts>
- ✓ Contact Property Management to request a mailbox number (mailroom located on 1st floor) <https://www.111congressave.com/property-management-contacts>
- ✓ Submit Work Order to obtain hard keys of suite, including mailbox (include assigned mailbox number) – don’t forget to include the quantity needed <https://www.111congressave.com/forms--links>
- ✓ Submit Work Order or complete Building Access Request Form for building access FOBs (required for after-hours building and elevator access) and/or persons permitted after-hours access but not issued a FOB (for temporary visitors and transient or remote/off-site employees) <https://www.111congressave.com/forms--links>
- ✓ Review parking Rules & Regulations and request parking access in One Eleven’s garage <https://www.111congressave.com/amenities>
- ✓ Provide Property Management with your company’s Certificate of Insurance <https://www.111congressave.com/property-management-contacts>
- ✓ Review telecom (internet & telephone) information for One Eleven <https://www.111congressave.com/amenities>
- ✓ Receive Rent Letter from Property Management <https://www.111congressave.com/property-management-contacts>

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- ✓ Review Conference Center Rules & Regulations and reservations user guide <https://www.111congressave.com/amenities>
- ✓ Review Fitness Center Rules & Regulations and submit Fitness Center Waiver for gym access <https://www.111congressave.com/amenities>
- ✓ Review Welcome Packet from janitorial vendor <https://www.111congressave.com/forms--links>
- ✓ Contact Property Management to obtain pricing from janitorial vendor for new trash or recycling bins (include desired quantity of each) <https://www.111congressave.com/property-management-contacts>