

Thank you for choosing Occupied Renovations as your finish contractor. We look forward to recarpeting your space. To provide you with the highest quality and satisfaction on your job, we ask that you accomplish the following things prior to the start of your job:

- Please disconnect and move to a safe location all of the following items:
 - Large computers
 - Copiers
 - Telephone systems
 - Fax machines
 - Any sensitive electrical equipment
- Empty all contents off bookshelves and storage cabinets
- Clear tops of all desks, tables, credenzas, etc.
- Please box all items, bookshelves, and loose items inside your desk. File cabinets DO NOT need to be emptied and boxed unless directed otherwise by us
- Please remove any fragile, breakable, or spillable items from the areas affected by the work; We recommend that all small personal items be taken home
- Furniture will be returned as close as possible to its original location, however, minor realignment may be necessary – We will have a crew there the next morning for minor realignment
- Vending and soft drink machine(s) in the designated work area must be moved by the machine's vendor
- Any special equipment (for instance, photography equipment) must be moved by the tenant.
- Desktop telephones may be left on the desk but must be unplugged
- Switchboard systems must be moved by the tenant prior to the start of work
- Small computers may be left at the desk but must be shut down and disconnected
- Servers, *if located in the work area*, must be shut down and moved by the tenant
- Copy machine(s) must be on wheels for us to move them – Please disconnect copiers prior to us beginning work – Tenant must move copiers that are not on wheels