



Move Out Guide – OHSU to vacate lease space

Market Square Building

Keys and Key Cards

Return American Property Management (APM) keys & key cards to Campus Planning & Real Estate on your final walk through.

Surplus

Coordinate with Logistics to remove any surplus items. Logistics is aware of the Landlord's move requirements for MSB. The Department is responsible for any fees.

*OHSU modular furniture should remain in Leased Premises on Floors 5, 7, 8, 9 and Suite 1020. All office supplies and equipment should be removed per instructions above.

Copy Machines

Coordinate with Logistics Copy Center and APM Building Management to coordinate the disconnect, pick-up and move out of the OHSU copier. The Department is responsible for any fees.

Mail

Coordinate with OHSU Mail Room and USPS to ensure no disruption in mail services. Return the mailbox keys to APM's Building Management Office.

Parking

Coordinate directly with Transportation & Parking to terminate any parking.

Bike Valet

If using APM's bike locker room, terminate your agreement with APM.

Signage

For interior spaces: remove all signage; engage Design & Construction for assistance if needed.

On exterior doors/glass, main building lobby and floor lobby signage: submit a Work Request with APM Building Management, info@apmportland.com, for removal.

ITG

The Department ITC should coordinate any computer/phone/printer or other network device removal from the space.

Delivery Services

Communicate with FedEx, Amazon, UPS, bottled water/coffee companies and any other special delivery service company to discontinue or change to the appropriate new address.

Staples: complete the appropriate OHSU paperwork to update your location in the OHSU Logistics Purchasing system.

Visitors/Guests

Send notification to visitors/guests who frequently come to your office for business.

Final Inspection

Schedule a final inspection with Campus Planning & Real Estate: Elizabeth Johnson.