



THAT WOULD HAVE BEEN NICE TO KNOW... YESTERDAY!

Considering a move or renovation? We have great insight to provide, so call us first!

TENANT/LANDLORD



- ❑ Identify what your tenant improvement dollars (TI \$) include (Paint, carpet millwork)
- ❑ Identify who is hiring the contractor (landlord or you)

CONSTRUCTION



- ❑ Determine if landlord will provide floor cores for electrical in center of spaces
- ❑ Determine who will submit for & acquire permits
- ❑ Who is responsible for permit costs?

FURNITURE & FLOORING



- ❑ Choose your furniture partner prior to selecting your space
- ❑ Tap into Rieke Office Interior's knowledge of how to choose the right size space
- ❑ Utilize 40+ years of expertise of ROI's in-house flooring division

COMPLIANCE / PERMITS



- ❑ Verify the general contractor is meeting all ADA requirements
- ❑ Identify which type of labor is required for your new facility: Union/Non-Union
- ❑ Identify permits required for your build-out
- ❑ Secure your Certificate of Insurance (COI)

UTILITY & TELECOMS



- ❑ Replace existing lights with LED fixtures
- ❑ Determine if appliances need to be purchased
- ❑ Arrange to close or transfer utility and energy accounts
- ❑ Select & purchase new phone system
- ❑ Contact the utility company 6 months prior—they are known to be slow to respond

TECHNOLOGY & WIRING



- ❑ Assess your I.T. requirements: computers, servers, and internet
- ❑ Arrange for internet & low voltage reconnections (computers, monitors, printers, copiers, phones, and faxes)
- ❑ Make arrangements for data wiring in conjunction with furniture installation
- ❑ Tenants are responsible for data wiring

SECURITY



- ❑ Arrange for security of your new premises
- ❑ Consider parking passes and/or employee badges
- ❑ Arrange for back-up of all computers, data, firewalls & servers
- ❑ What is the security access for the building (keys, card readers, key fobs)?

MISCELLANEOUS & ADMINISTRATIVE



- ❑ Arrange for mail forwarding from former location
- ❑ Update your website with new location, directions and maps
- ❑ Plan your move execution 3-6 months prior. Yes, it takes this long to coordinate, but an earlier start, the better
- ❑ Seriously consider new furniture versus moving existing—this could save you at least 1 week of downtime

MOVING COMPANY



- ❑ Meet building managers to discuss/arrange parking, loading access, lifts, and docks
- ❑ Select and hire a moving company
- ❑ Confirm total value of insurance with moving company

ROI

RIEKE OFFICE INTERIORS

CALL US FIRST

847.622.9711

ARCHITECTURAL & DESIGN SERVICES

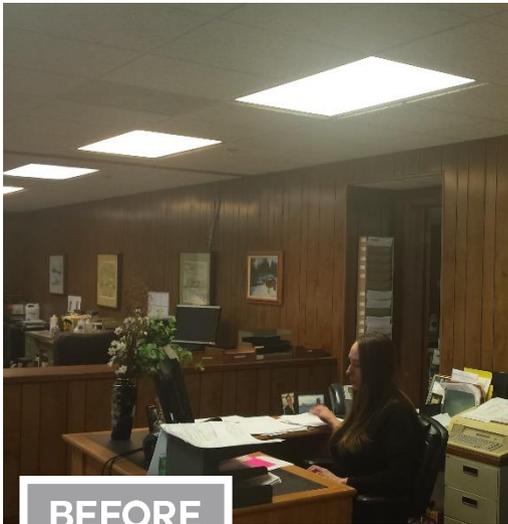
PLAN | DESIGN | EXECUTE



With a full spectrum of services, Vertical Interior Design, a division of ROI, will help you through every aspect of your project. We have strong partnerships that allow us to provide a turnkey approach. VID is your advocate, making sure every detail supports the vision. It is this commitment that ensures the highest quality of design services and solutions within budget.

CALL US FIRST. YOU WILL BE GLAD YOU DID.

ARCHITECTURAL SERVICES
SPACE ANALYSIS
INTERIOR DESIGN



**BEFORE
AFTER**



Make your before/after as amazing as these spaces!

Contact us or stop in for some new office inspiration

WWW.RIEKE.COM

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**BEFORE
AFTER**