

TENANT MOVE-IN CHECKLIST

“**Tenant**” includes all UCF departments and affiliated units moving into a new space on campus, in a Foundation building, or in a Non-Foundation building off campus. All time frames quoted below are estimates and depend on scheduling availability; additional lead time may be required. Tenants should accomplish the items below as soon as possible, as not to delay move-in.

1. Environmental Health & Safety (EHS)

For all leased spaces to be occupied by UCF employees, contact EHS to provide an overview of the planned activities and number of occupants in the space. EHS will coordinate a Pre-Lease Inspection with the State Fire Marshal:

- For **Foundation** space:
 - If there is no major change in the use or configuration of the space, an inspection is not required.
 - If there is a major change in the use or configuration of the space, contact EHS Fire Safety at ehs.ucf.edu/staff-directory at least 45 business days prior to the move-in date. **Tenants cannot move-in until permission is received from the State Fire Marshal.**
- For **Non-Foundation** space: Contact EH&S Fire Safety at ehs.ucf.edu/staff-directory to arrange a building inspection by the State Fire Marshal at least 45 business days prior to the move-in date. **Tenants cannot move-in until permission is received from the State Fire Marshal.**
- For activities that include the use of **hazardous materials and devices**: Contact EHS at ehs@ucf.edu at least 30 business days prior to the move-in date.
- For **shops, warehouses, large storage areas, or spaces with industrial equipment**: Contact EHS Workplace Safety at ehs.ucf.edu/staff-directory at least 30 business days prior to the move-in date.

2. IT Telecommunications

Determine if UCF network connectivity is required.

- If so, follow the steps below.

- If not, the Tenant must procure phone service from an outside provider, and VPN into the UCF network.

UCF Network (wired and wireless)

UCF network connectivity is required. Items such as appropriate outlets, network port availability, and wireless access point coverage should be checked. Network Electronics can take up to 45 business days, depending on the equipment required.

- Network Port activations will require a minimum of 5 business days.
- Cabling typically requires 10 business days to complete.

UCF Phone Service

The UCF phone system (network connectivity and appropriate outlets) are required. Allow 5 business days for phone service.

- A UCF IT Service Now ticket is required to request, schedule and complete all work. In addition to relocation expenses, additional charges may occur and require advanced scheduling. ucf.service-now.com/

Office of Instructional Resources (OIR) – AV and Multimedia Equipment

- If tenant is transferring existing AV or multimedia equipment to the new space, OIR must be notified at least 45 business days prior to moving the equipment. OIR@ucf.edu
- If the new space will be equipped with new equipment, a new build project should be initiated with OIR at least 90 business days before move-in to allow for design and procurement of the new equipment and system. OIR@ucf.edu

3. Utilities

- For **UCF and Foundation** space: Submit a request at energy.ucf.edu at least 30 business days prior to the move in date.
- For **Non-Foundation** space: To the extent utilities are not covered by the landlord under the lease, submit a request to energy.ucf.edu at least 30 business days prior to the move in date.

- For space with **research/specialty equipment needs**: Consider if the space is capable of supporting the activity, or if elevated load requirements (such as power, HVAC, or water) are required. A load analysis may be necessary to determine this. Note that additional lead time will be required if modifications to load capacity are required.
- For **UCF and Foundation** space: For an analysis of load requirements, submit a Work Order to Facilities Operations at [fo.ucf.edu/customer-request form/](https://fo.ucf.edu/customer-request-form/) at least 30 business days prior to the move in date.
- For **Non-Foundation** space: Tenant must have an outside electrical and/or plumbing company perform a load analysis at least 30 business days prior to the move in date.

4. Buildout/renovations/alterations

- For **UCF** space: Submit a Minor Project (MP) Request Form to Planning, Design and Construction. fp.ucf.edu/minor-projects/
- For **Foundation** space: Projects are handled by the Property Management company, CBRE.
- For **Non-Foundation** space: To the extent buildout, renovations, or alterations are not handled by the Landlord through the lease, Tenant must hire a contractor through UCF Procurement, unless the project will be paid for with non-E&G funds.