

# Agenda for Move Orientation

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| Project Name: | Date: |
| Project Location: | Planner/Project Manager: |

**Attendees:**

**Discussion**:

1. Introductions
2. Services
   1. Custodial
      1. Contacts
      2. What to expect
      3. Frequency
      4. Custodial supplies
   2. EH&S
      1. Contacts
      2. What is required from EH&S to open a space including Chemical, Biohazard, and Radiation use
   3. Protective Services
      1. Contacts
      2. Provide Protective Services with list of people working in the space
      3. Description of security for new space
3. Telephone/Data Service – Confirm all operating properly
4. Schedule