



## End of Tenancy - Return of Premises Guide

Tenant / Address: \_\_\_\_\_

### **HVAC**

- Rooftop Equipment/ Interior HVAC equipment in good working order (thermostats as well)
- Bathroom Vent Fans clean and in good working order
- Provide copies and records of all HVAC service/maintenance contracts and records

### **Windows**

- All storefront and warehouse glass/ doors in good working order free of cracks or stickers

### **Electricals & IT**

- All receptacles and switches, disconnects, etc. in good working order
- Electrical panels and devices in safe and code compliant condition free of exposed wiring or physical damage
- All conduits properly secured and mounted
- All electricals pertaining to equipment or structures built or installed by tenant are properly disconnected as per terms of lease.
- Custom IT wiring throughout space (office/warehouse) shall be removed in its entirety. Internet and phone mains to remain.

## **Walls, Doors, Ceiling**

- All penetrations in sheetrock or block walls are patched as needed
- Walls are painted back to original color
- All doors properly function and are free of damage
- Ceiling tiles and grid in good working order

## **Overhead Doors/ Loading Dock**

- Mechanicals of all overhead doors are working properly and all sectional panels are without damage
- Loading dock bumpers/ levelers and mechanical systems are in good working order

## **Plumbing**

- All Toilets, sinks, and faucets are in good working order
- Fire sprinklers in good working order

## **Utilities**

- All utilities (natural gas/electric) left on with accounts paid to date upon vacating premises

## **Flooring**

- All office flooring in good condition
- Warehouse floor free of glue, grease, penetrations, and are left in broom clean condition

## **Exterior**

- Storefront and rear masonry is clean and free of damage/ debris
- General House Keeping
- Entire space is free of debris, garbage, and filth upon vacating premises. Space to be broom clean and vacuumed upon vacating.

## **Structures/ Racking**

- All racking systems, structures, or rooms constructed or installed by tenant shall be removed in their entirety upon vacating the premises.