



Abandon in Place Stores

***All mention of Staples should be removed from the building exterior
(except the "We've Closed" window signs)***

Please notify Staples Project Manager if any shopping carts, u-boats, ladders, and pallet jacks, that are in good and working condition, were not shipped back to DC.

30-yard dumpster supplied by Staples

Remove and discard:

1. All documents or paperwork that may have been left behind (the store team should have removed all paper work)
2. All price tags/product signs that may have been left behind
3. All trash
4. All store supplies (bags, toilet paper, paper towels, uniforms).
5. Everything in drawers, lockers, on shelves, or in cabinets

Notes:

- Review back door and dock shelter, if any mention of Staples is on the back door or dock shelter after sign vendor removes exterior lighted signage please notify Staples PM
- Remove any parking lot signs that reference Staples
- Do not use the cardboard baler (even if it is on-site), as we are removing the balers and have already picked up the bales.
- Safe should be unlocked with keys and combo tape to top, if not notify Staples PM.
- Burglar Alarm and Fire Alarm need to remain active. Staples PM will supply code.
- Upon exiting the building, please verify lights turned off after alarm was set. Notify Staples PM if lights do not turn off within 5 minutes.
- Sweep all floors and discard all debris.
- Vacuum (or leaf blow to a corner then shopvac) the carpeted areas and discard all debris
- Dumpster enclosure needs to be cleaned out. Notify Staples PM with any concerns.
- Restrooms and lounge fixtures will be cleaned by Staples vendor.
- Coke cooler should be removed by local Coca Cola office, if not notify Staples PM.
- Peghooks, wire dividers, and specialty fixtures can remain on the gondolas
- Ceiling Tiles, carpet stock, light bulb stock, paint can remain neatly on-site.
- If Staples dumpster or roll-off is required, please notify Staples PM or Cathy Pratt at cathy.pratt@staples.com