+ OFFICE DECOMMISSIONING AND LANDLORD TURNOVER

CLEAR THE OFFICE.
CONNECT THE TRADES.
COMPLETE THE EXIT.

An office exit is a sequence of connected decisions. ASI coordinated furniture removal, affected electrical and cabling work, technology decommissioning and paint-ready repairs through one landlord-turnover plan.

OFFICE
WORKPLACE CLOSEOUT

TRADES
CONNECTED EXECUTION

1 TEAM
FIELD ACCOUNTABILITY



OVERVIEW

CHALLENGE

Private offices, meeting rooms, shared spaces and technology all needed to be cleared for handback. Building-approved loading windows and the need to separate retained equipment from discarded items made this more than a furniture removal.

ASI APPROACH

ASI connected removal crews, electrical isolation, cabling and AV work, equipment packing, signage removal and wall repairs. The field plan linked each activity to building access, material handling and the agreed turnover condition.

RESULTS

- Office areas cleared through one coordinated decommission
- Affected walls repaired to the agreed paint-ready finish
- Completed conditions reviewed by the client for landlord turnover

BROWN AND CALDWELL | MAITLAND

At Brown and Caldwell's Orlando-area office in Maitland, ASI managed the assigned exit scope from furniture dismantling through technology removal and surface repair. The outcome was a cleared suite, with permanent building features retained and the agreed handback condition documented.

PROJECT INFO

CLIENT
Brown and Caldwell

LOCATION
Maitland, Florida

ENVIRONMENT
Office and meeting rooms

PROJECT
Workplace decommission

DELIVERY
Coordinated trade scopes

STATUS
Completed

+ THE WORKPLACE BEHIND THE CLOSEOUT

CLEAR THE WORKPLACE.
PRESERVE THE BUILDING.

Meeting rooms, private offices and shared spaces had to reach one agreed turnover condition. ASI connected furniture and technology removal with service disconnections, targeted wall repairs and final cleanup.



MEETING AREA CLEARED | COMPLETED

WORKPLACE

OFFICES AND SHARED SPACES

TECHNOLOGY

DECOMMISSION AND PACKING

HANDOVER

PAINT-READY RESTORATION

CONNECTED REMOVAL SCOPES

Furniture and tenant items shared the exit plan with affected electrical feeds, cubicle cabling, conference-room technology and access-control equipment. Retained equipment was packed separately from discarded contents.

A DEFINED TURNOVER CONDITION

Wall-mounted items and signage came down. Affected surfaces were repaired to a paint-ready finish, the suite was cleared and broom-swept, and permanent building elements remained where the scope did not call for removal.

+ THE ASI DELIVERY MODEL

EVERY REMOVAL HAD A NEXT STEP.
ASI CONTROLLED THE SEQUENCE.

The delivery plan joined the visible clear-out with the services and finishes behind it. Building access, affected electrical feeds, cabling, retained technology and the final cleanup were coordinated as parts of one office exit.

PLAN

COORDINATE THE BUILDING INTERFACE

Align crew access, the loading dock, freight elevator and approved removal windows with the decommissioning sequence.

CLEAR

DISMANTLE FURNITURE AND TENANT ITEMS

Remove the assigned furniture, workstation components, wall-mounted items and signage, while retaining permanent building features.

SYSTEMS

DISCONNECT AND REMOVE AFFECTED SYSTEMS

Coordinate furniture-feed disconnection, cubicle cabling removal, and decommissioning of the assigned AV and access-control equipment.

ROUTE

SEPARATE RETAINED TECHNOLOGY

Pack designated conference-room and access-control equipment for the client's retained-asset routing, separate from discarded workplace contents.

RESTORE

COMPLETE THE AGREED HANDBACK CONDITION

Repair affected walls to a paint-ready finish, remove remaining project material and complete the final broom sweep for landlord turnover.

PROJECT INFO

CLIENT
Brown and Caldwell

LOCATION
Maitland, Florida

PROJECT
Office decommission

SCOPE
Furniture, systems, repairs

BUILDING
Controlled loading access

DELIVERY
One field sequence

STATUS
COMPLETED

ONE TEAM CONTROLLED EVERY DEPENDENCY

One ASI coordination plan connected building access, removals, affected service isolation, equipment packing, wall repairs and cleanup. The agreed handback condition guided the closeout rather than a series of disconnected trade visits.

PLAN	ISOLATE	DISMANTLE	PACK	REPAIR	HAND BACK

ONE ACCOUNTABLE PARTNER FROM PLANNING THROUGH FINAL CLOSEOUT.

+ THE OUTCOME

THE OFFICE WAS CLEARED.
THE HANDOFF WAS CONNECTED.

ASI completed the assigned decommissioning and turnover work. The client reviewed the closeout photographs and confirmed that the property manager had walked the suite and accepted its condition.

FULL SUITE

WORKPLACE CLEAR-OUT

Private offices, meeting rooms and shared spaces cleared under the assigned exit scope.

MULTI-TRADE

CONNECTED EXECUTION

Furniture, affected electrical services, technology removal and repairs coordinated together.

HANDOVER

CLIENT-REVIEWED CLOSEOUT

The completed suite and surface-restoration condition supported the final handback.

WHAT THE PROJECT DELIVERED

WORKPLACE CONTENTS REMOVED

Assigned furniture and tenant items were dismantled and removed from the office, meeting areas and shared spaces.

TECHNOLOGY SCOPE COMPLETED

AV and access-control equipment was decommissioned and designated equipment packed for retained-asset routing.

AFFECTED SURFACES REPAIRED

Wall mounting locations were repaired to the agreed paint-ready finish. Full repainting was not the contracted turnover standard.

BUILDING FEATURES PRESERVED

Reception millwork, shared-space cabinetry and the base-building environment remained where the removal scope did not call for demolition.

ONE ACCOUNTABLE PARTNER.
FROM OFFICE CLEAR-OUT THROUGH HANDOVER.

DELIVERY RESULT

Brown and Caldwell received one accountable partner for the assigned office exit: building coordination, furniture dismantling, affected electrical and cabling work, technology decommissioning, retained-equipment packing, wall repairs and cleanup.

PLANNING AN OFFICE EXIT WITH CONNECTED SCOPES?

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+ FIELD EXECUTION

CLEAR SPACES. TARGETED REPAIRS.
THE AGREED HANDOVER CONDITION.

Cleared office and meeting areas show the closeout condition. Wall patches reflect the agreed paint-ready scope, while reception and shared-space cabinetry remained in place.



CONFERENCE ROOM CLEARED | COMPLETED



PAINT-READY WALL REPAIRS | COMPLETED



EQUIPMENT REMOVAL | COMPLETED



RECEPTION RETAINED | COMPLETED



PERMANENT CABINETRY RETAINED | COMPLETED