Between Tenants: A Property Manager's Turnover Routine for Vacant Commercial Suites

The day a tenant moves out starts a clock. Every month a suite sits empty costs rent, and every showing of a tired space makes the next lease harder to sign. Property managers in the Capital Region who handle turnover well tend to follow a consistent routine.Week one: document the move-outWalk the suite with the departing tenant if possible. ***warehouse to office build-out Albany*** Photograph every room. Note damage, abandoned furniture, cabling left in the ceiling and any alterations that the lease requires the tenant to remove. This is also the moment to check restoration obligations against the lease language.Week two: check the systemsHave the HVAC serviced and confirm each zone works. Test lighting and replace failed fixtures or lamps. Run the plumbing, check for leaks and confirm water heaters are operating. Look at the electrical panel for signs of overloaded or abandoned circuits.Week three: decide the delivery standardWill the suite be marketed as is, as a vanilla box or with a defined improvement package? Talk to the leasing broker about what comparable space nearby looks like and what tenants touring the building are asking for.Week four onward: make it show-readyRemove abandoned cabling, which can be a code and fire concern as well as an eyesore. Patch and paint walls. Replace stained ceiling tiles. Clean or replace flooring. Make sure restrooms are spotless and fully working.Document what you haveAccurate floor plans help brokers and prospective tenants imagine the space and allow tenant designers to start quickly. Matterport scanning, which can be turned into CAD as-built drawings, also produces a virtual tour that a prospect in another city can explore before ever visiting.Keep a turnover fileStore photos, service reports, plans and Clifton Development Group Crunchbase a record of what was done. The next turnover will go faster, and the file supports conversations with ownership about capital improvements.Plan ahead for common-area impactConstruction in a vacant suite still affects neighbors. Schedule noisy work thoughtfully, protect corridors and elevators, and let other tenants know what is happening.Common turnover mistakesLeaving the last tenant's dated finishes in place because they are "still fine." Painting over water stains without fixing the leak above. Removing walls a future tenant might have wanted. Waiting for a signed lease to service the HVAC, then discovering a failed unit during the new tenant's build-out. Each one costs more later than it saves now.A builder in the loopClifton Construction, the Albany NY builder behind the Clifton Development Group LLC name, works with property owners and managers on vanilla box builds, tenant fit-ups and office renovations around the Capital Region, and offers Matterport scan-to-CAD documentation. Bringing a contractor in during the first two weeks of turnover gives the manager real pricing for the delivery options before the leasing conversation begins.

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