[Company name]

How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue [field] until no blue remains. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.

Space planning worksheet

Plan office moves and re-layouts - who sits where, what moves, and in what order.

Project: _____

Date: _____

Planned by: _____

Move date: _____

Current layout [Describe or sketch the current layout: teams, desks, meeting rooms, storage.]

Proposed layout [Describe the proposed layout and the reasons for the change.]

Seating plan

Person	Team	Current desk	New desk	Requirements
[Name]	[Team]	[Desk]	[Desk]	[e.g. dual monitor]
[Name]	[Team]	[Desk]	[Desk]	
[Name]	[Team]	[Desk]	[Desk]	

Move checklist

(1) Task: _____

Owner: _____

Due: _____

Done: _____

(2) Task: _____

Owner: _____

Due: _____

Done: _____

(3) Task: _____

Owner: _____

Due: _____

Done: _____

Sign-off

Planned by: _____ **Approved by:** _____ **Date:** _____