[Company name]

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Space planning worksheet

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

Project	[e.g. floor 2 refit]
Date	[Date]
Planned by	[Name]
Move date	[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

Task	Owner	Due	Done
[e.g. IT disconnect]	[Name]	[Date]	
[e.g. furniture delivery]	[Name]	[Date]	
[e.g. signage update]	[Name]	[Date]	

Sign-off

[Company name]

Planned by	Approved by	Date