[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. Add or remove table rows to fit your needs. 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	[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

Planned by	Approved by	Date