Ashford Business Services Ltd

Space planning worksheet

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

Project	JOB-1042
Date	9 November 2026
Planned by	Sarah Mitchell
Move date	9 November 2026

Current layout

Describe or sketch the current layout: teams, desks, meeting rooms, storage. as agreed at the meeting.

Proposed layout

Describe the proposed layout and the reasons for the change. as agreed at the meeting.

Seating plan

Person	Team	Current desk	New desk	Requirements
Sarah Mitchell	Team	Desk	Desk	Dual monitor
Sarah Mitchell	Team	Desk	Desk	
Sarah Mitchell	Team	Desk	Desk	

Move checklist

Task	Owner	Due	Done
It disconnect	Sarah Mitchell	9 November 2026	
Furniture delivery	Sarah Mitchell	9 November 2026	
9 November 2026	Sarah Mitchell	9 November 2026	

Sign-off

Planned by	Approved by	Date