



MOVE PLANNING GUIDE

Relocation Task List:

This spreadsheet is an invaluable tool in helping you to identify all of the various tasks that will need to be reviewed. It is to be used by the main Move Coordinator in conjunction with the Facility Move Coordinators to ensure that nothing falls through the cracks.



Relocation Task List.xlsx

Department Move Coordinator Responsibilities:

This document explains the role of the Department Move Coordinators and provides a guideline of their responsibilities.



Department Move
Coordinator Responsibil

Move-Seating Location, Final Move-Seating Location, and Move Equipment List:

The Move-Seating Location spreadsheet is extremely useful in tracking who is moving, where they are moving to, old/new telephone numbers, and any special requirements that will need to be addressed for an individual or department. The Final Move-Seating Location form assists with creating a deadline for employee seating locations. The Move Equipment List tracks where the equipment, such as copiers as fax machines, is coming from and where it is to be placed at destination.



Move-Seating Location.xls



Final Move-Seating
Location.docx



Move-Equipment List.xls

Furniture-File Layout:

This document is designed to hand out to all employees who will be moving. Each employee should sketch and label how they wish their furniture and files to be set up in their new office. The layout will be posted directly outside the employee's office door at the new location.



Office Furniture
Layout.docx

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Office and Move Packing Instructions:

This document is to be distributed to all employees who will be moving. It explains how they are to pack, what they are to do on the day of the move, and what they are to do on the first day in the new location.



Move-Packing
Instructions.docx



Contents Only Move
Instructions.docx



PC Packing Inventory
Instructions.docx

Hot Ticket Report:

This is a form to be used to document any problems or issues that need to be addressed as a result of the move. It provides for an organized method of gathering this information, making it easier for you to prioritize and respond in a timely manner.



Hot Ticket Report.docx

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