OFFICE RELOCATION ROOM-BY-ROOM PLANNER

EDITABLE PLANNING TEMPLATE • TRACK EQUIPMENT, OWNERS AND DESTINATIONS

Use one row per room, team area or department. Record the equipment, responsible person, priority and destination before moving day.

1. Move overview

Business / site		**Move date**		**Move coordinator**	
Current address		**New address**		**Main contact**	

2. Room-by-room equipment and responsibility tracker

Print extra copies if you have more rooms, floors or departments.

ROOM NO. / FLOOR	ROOM / DEPARTMENT	EQUIPMENT / ITEMS	RESPONSIBLE STAFF	PRIORITY	DESTINATION / NEW ROOM	STATUS / NOTES

3. Priority guide

CRITICAL	Servers, network equipment, key records and systems needed first.	**HIGH**	Essential workstations, phones and equipment needed on reopening.
STANDARD	Operational desks, chairs, meeting-room furniture and everyday supplies.	**LOW**	Decor, spare furniture, archived or non-essential items.

4. IT and specialist equipment handover

DEVICE / ASSET	ASSET TAG / SERIAL	DISCONNECTED BY	PACKED / LABELLED BY	RECONNECTED / TESTED BY	CHECK / NOTES

5. Final room sign-off

Room / floor		**Checked by**		**Date / time**		**Outstanding actions**	

Planning reminder: Agree responsibility for disconnecting and reconnecting IT equipment with your IT team. Confirm access, handling requirements, asset records and destination room labels with the removal coordinator.