



**Client:**  
**Project No:**  
**Date:**  
**Revised:**  
**Teardown: 30 - includes printer/fax area**  
**Install: 30 - includes printer/fax area**  
**Approximate SF: 7,850**

**MOVE SCHEDULE**

Item	Day	Date	Time	Responsible Party
Staff packs and moves to temporary locations	Wednesday	8-Oct	4:00 PM	Client
Electrician disconnects power to workstations	Wednesday	8-Oct	5:00 PM	Electrician
Furniture tear-down, includes files in phase 1-A	Thursday	9-Oct	8:00AM - 5:00 PM	Furniture Dealer
Carpet tear-up and floor prep	Thursday	9-Oct	1:00 PM	Carpet Dealer
Carpet installation	Thursday and Friday	9 and 10 Oct		Carpet Dealer
All panels up and electrical installed	Friday	10-Oct	12 Noon - 8:00 PM	Furniture Dealer
Electrician powers panels, runs and terminates cables	Friday	10-Oct	12 Noon	Electrician
Install wire channels, top caps, base covers, components	Saturday	11-Oct	7:00 AM - 7:00 PM	Furniture Dealer
Test cables	Saturday	11-Oct	All Day	Electrician
Install furniture components	Sunday	11-Oct	8:00 AM - 2:00 PM	Furniture Dealer
Test cables	Sunday	12-Oct	All Day	Electrician
Furniture items as necessary	Monday	13-Oct	8:00 - 10:00 AM	Furniture Dealer
Test cables	Monday	13-Oct	All Day	Electrician
Install phones and computers to workstations	Monday	13-Oct	4:00 PM	Client
Staff, equipment, storage back to workstations	Monday	13-Oct	4:00 PM	Client