Weekend Changeover Plan and Comms Checklist

SECURE TRANSPORTATION SINCE 1996



Introduction

A successful weekend changeover depends on more than moving desks and equipment. It requires a clear plan, accurate communication, and the right controls before, during, and after the move.

This checklist is designed to help project managers, workplace teams, IT managers, and facilities leads coordinate a smooth **weekend office relocation** or **office IT changeover** with minimal disruption and a clean return to business on Monday morning.

Use this document when planning:

- Office relocations
- Floor-by-floor workplace moves
- Desk IT reconnection projects
- Furniture logistics and reinstatement
- Weekend office changeovers
- Multi-team change programmes

1. Project Scope and Objectives:

Confirm the purpose and success criteria of the weekend changeover.

- [ ] Scope of move agreed and documented
- [ ] Floors, departments, or teams included in the changeover clearly defined
- [ ] In-scope furniture, IT equipment, and assets identified
- [ ] Out-of-scope items noted
- [ ] Primary business objective confirmed
- [ ] Monday-morning readiness standard defined
- [ ] Success criteria agreed with client and internal stakeholders
- [ ] Sign-off process for completion established

Notes:

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2. Stakeholder and Team Alignment:

Make sure everyone involved understands their role before the weekend begins.

- [ ] Internal project sponsor identified
- [ ] Facilities contact confirmed
- [ ] IT lead confirmed
- [ ] Building management contact confirmed
- [ ] Security / reception contact confirmed
- [ ] Department or team leads informed
- [ ] Secure Transportation project lead assigned
- [ ] Escalation contacts confirmed for out-of-hours issues
- [ ] Contact list circulated to all relevant parties

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3. Building Access and Site Readiness:

Confirm the building is ready for the changeover window.

- [ ] Loading bay booked
- [ ] Lift access booked and confirmed
- [ ] Out-of-hours access approved
- [ ] Security passes / contractor access issued
- [ ] Alarm / access restrictions reviewed
- [ ] Delivery route and holding area agreed
- [ ] Floor protection requirements confirmed
- [ ] Waste removal route agreed
- [ ] Site induction requirements completed
- [ ] RAMS submitted and approved

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4. Desk and Asset Planning:

Ensure every desk, user, and asset is mapped before move day.

- [ ] Seating plan finalised
- [ ] Move matrix completed
- [ ] Desk IDs and destination locations confirmed
- [ ] IT asset list reviewed
- [ ] Furniture inventory confirmed
- [ ] Labels prepared for desks, crates, monitors, docks, and peripherals
- [ ] Special equipment flagged
- [ ] Priority users or critical teams identified
- [ ] Legacy equipment marked for storage, ITAD, or WEEE disposal

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5. IT Changeover Preparation:

Reduce Monday-morning tickets by planning the technical side properly.

- [ ] Desktop and monitor inventory confirmed
- [ ] Docking stations, power supplies, and peripherals matched to users
- [ ] Cable management and reconnect standard agreed
- [ ] Printer / MFD moves confirmed
- [ ] Network and comms requirements reviewed
- [ ] AV equipment changes identified
- [ ] Server room or comms room dependencies checked
- [ ] Testing criteria for Monday readiness defined
- [ ] IT support coverage for Monday morning arranged

Notes:

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6. Furniture and White Glove Requirements:

Plan the physical workplace setup in detail.

- [ ] Workstations and furniture layouts approved
- [ ] Boardroom / meeting room changes confirmed
- [ ] Storage units and lockers allocated
- [ ] White glove placement requirements noted
- [ ] Packaging removal included in scope
- [ ] Floor and wall protection planned
- [ ] Stair climber requirement identified if needed
- [ ] Fragile or executive items flagged for special handling

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7. Communications Before the Weekend:

Make sure staff know what is happening and what is expected of them.

- [ ] Staff communication drafted
- [ ] Move weekend dates shared with all affected users
- [ ] Clear desk instructions issued
- [ ] Crate packing guidance sent
- [ ] Deadline for user preparation communicated
- [ ] Helpdesk or support contact shared
- [ ] Building access changes communicated
- [ ] Monday return instructions issued
- [ ] Reminder email scheduled for final working day before move

Suggested user comms topics:

- What is moving
- What staff must do before leaving
- What not to pack or move
- What Monday morning will look like
- Who to contact if there is a problem

Notes:

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8. Live Weekend Changeover Control:

Maintain control and communication during the move itself.

- [ ] Weekend schedule issued to all parties
- [ ] Arrival and departure times confirmed
- [ ] Team brief completed before work starts
- [ ] Progress reporting intervals agreed
- [ ] Incident escalation route active
- [ ] Completion checks scheduled by floor or zone
- [ ] Photo evidence captured where required
- [ ] Asset issues or mismatches logged in real time
- [ ] Client check-in points completed
- [ ] Security and building management updated during progress

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9. Monday Morning Readiness:

Confirm the office is ready for staff return.

- [ ] Desks placed according to final seating plan
- [ ] IT equipment reconnected and powered where in scope
- [ ] Cables managed and work areas left tidy
- [ ] Meeting rooms reset
- [ ] Packaging and debris removed
- [ ] Waste cleared from site
- [ ] Snag list reviewed
- [ ] Priority users checked first
- [ ] Helpdesk / support contacts active for opening hours
- [ ] Handover note issued to client

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10. Post-Move Communications:

Make sure staff and stakeholders know the changeover is complete and what happens next.

- [ ] Monday morning completion message sent
- [ ] Users informed who to contact for support
- [ ] Any restricted access changes communicated
- [ ] Snagging process explained
- [ ] Internal debrief scheduled
- [ ] Client feedback process agreed
- [ ] Any unresolved issues assigned and tracked

Suggested post-move message topics:

- Confirmation that move is complete
- Known minor issues being resolved
- Support contact details
- Reminder about new seating or room layouts
- Thank you message to teams

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11. Documentation and Handover:

Create a complete record of the move for audit, maintenance, and lessons learned.

- ☐ Final move matrix updated
- ☐ Asset exceptions log completed
- ☐ Desk or floor completion sign-offs captured
- ☐ Photo evidence filed
- ☐ Waste / WEEE documentation issued if applicable
- ☐ ITAD documentation issued if applicable
- ☐ Incident log completed
- ☐ Lessons learned captured
- ☐ Final project summary prepared

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Final Sign-Off:

Changeover completed by:
Name: _____
Signature: _____
Date: _____

Quality check / supervisor review:
Name: _____
Signature: _____
Date: _____

Client approval (if required):
Name: _____
Signature: _____
Date: _____

Recommended Communication Timeline:

2 to 3 weeks before move

- Confirm project scope and stakeholder list
- Finalise seating plan and move matrix
- Submit RAMS and building documents

1 week before move

- Issue staff instructions
- Confirm access, lifts, loading bay, and security
- Final review of IT, furniture, and disposal scope

Final working day before move

- Send reminder communication to staff
- Confirm weekend contacts and escalation route
- Lock final asset and seating information

During the weekend move

- Share progress updates at agreed intervals
- Escalate live issues immediately
- Confirm completion by floor or zone

Monday morning

- Send completion notice
- Activate support and snagging process
- Monitor priority users and critical areas