## SAMPLE MASTER FLOOR PLAN

To be placed at entrance to building or offices

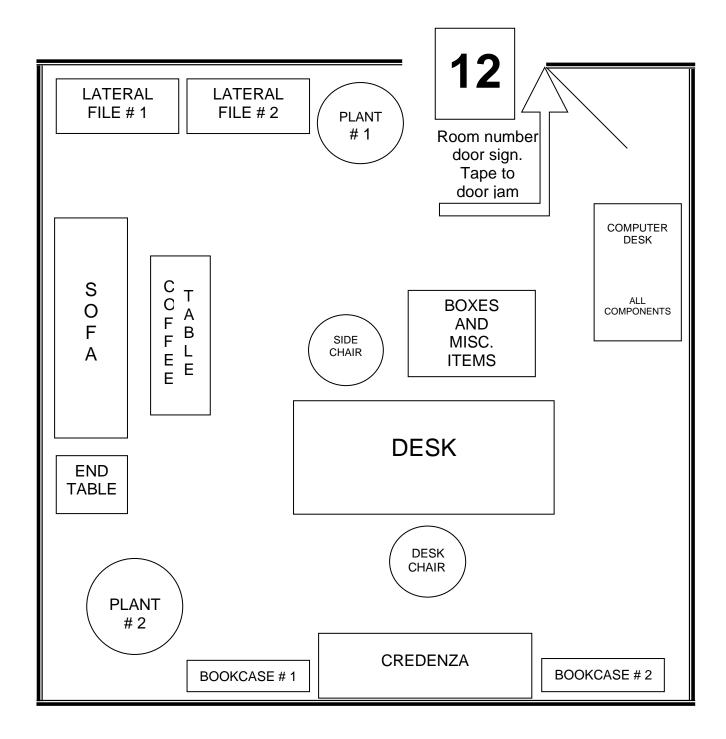
Jeri	9	Mary	8	7	John	6	Sally	5	Jeff
10									4
Supply Room		33 Steve	32 Rose			<b>22</b> Bill	23 Marti		Kitchen
		34 Mark	31 Lori	=		21 Raul	<b>24</b> Joe	•	
		35 Joyce	30 Jack	=		<b>20</b> Ann	25 Paul	•	
Carol	] 11	Laura	12	1	Reception		——————————————————————————————————————		Alice
	11		12		Sue	2		3	

## **IMPORTANT!**

- 1. Label all items to be moved with the destination room number, not name.
- 2. On door jam of each room or office tape an  $8 \frac{1}{2} \times 11$  sheet of paper showing the room number.

## SAMPLE ROOM FLOOR PLAN

(To be attached to light switch or wall inside of each office, room or area)



**Note:** Room maps do not have to be computer generated or printed. A simple hand drawn map for each room showing placement of furniture will be adequate. Make sure to show the door as a point of reference.

## ROOM#

Sample room number to be taped to door jam just outside each office or room so **ABC** personnel know where to bring all items labeled "Room 12".