

Project Title/Installation Name**Department Name**
Department Activity Schedule**Move Date: TBD**

X	DATE:	DAY:	TIME:	ACTIVITY:	RESPONSIBLE
	-12D	Thurs	TBD	Move Coordination Meeting for Interim move w/Dept. POCs, Facilities, Housekeeping, BMETs, Safety, IT/Comm, etc.	(Contractor Name)
	-12D	Thurs	by COB	Distribute final Move Spreadsheet w/port assignments	(Contractor Name)
	-11D	Fri	by COB	Interim space BOD (ready to commence outfitting)	(Contractor Name)
	-8D	Mon	8am-4pm	Begin Phone & LAN port activation in interim space	MTF IT / Telecom
	-8D	Mon	by COB	Deliver Move Crates, Move Packets, Labels, etc.	(Contractor Name) / Mover
	-4D	Fri	by COB	Complete Phone & LAN port activation in Interim space	MTF IT / Telecom
	-4D	Fri	8pm	Pre-move aseptic clean of Interim space	MTF Housekeeping
	-4D	Fri	7am	Begin IDS 72-hr Burn-In Period	(Contractor Name)
	-1D	Mon	7am	Complete IDS 72-hr Burn-In Period	(Contractor Name)
	-0D	Tues	7am-2pm	Finalize all Equipment Labeling & Packing	Department Staff
	-0D	Tues	2pm-3pm	Disconnect all Computers/Peripherals	Department Staff
	-0D	Tues	3pm-4pm	Load Computers/Peripherals, Relocate & Place	(Contractor Name) / Mover
	-0D	Tues	3pm-4pm	Disconnect copier, relocate and re-install	MTF / Vendor
	-0D	Tues	3pm-4pm	Disconnect Steris Sterilizer	Vendor / Electrician / Plumber
	-0D	Tues	3pm-4pm	Disconnect Pyxis	Pharmacy Staff
	-0D	Tues	4pm-6pm	Reconnect Computers/Peripherals	Department Staff
	-0D	Tues	4pm-6pm	Relocate Medical Equipment, Furniture and Contents	(Contractor Name) / Mover
	-0D	Tues	4pm-8pm	Reconnect Medical Equipment	Department Staff
	-0D	Tues	4pm-8pm	Reconnect Steris Sterilizer	Vendor / Electrician / Plumber
	-0D	Tues	4pm-8pm	Reconnect Pyxis	Pharmacy Staff
	-0D	Tues	4pm-8pm	Test & Certify reuse Equipment	MTF BMETs
	-0D	Tues	8pm	Post move aseptic Cleaning	(Contractor Name) / Mover
	+1D	Wed	6am-8am	Contractor & Govt Walk-thru & Acceptance of Interim space	(Contractor Name) / Govt.
	+1D	Wed	8am-10am	Unpack Contents and Organize Interim space	Department Staff
	+1D	Wed	8am-12pm	Post Move Support	(Contractor Name) / Mover

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	+1D	Wed	10am	OFB in Interim space during Construction	Department Staff
	+1D	Wed	10am-4pm	Decommissioning of Existing Equipment / Relocate Film Files	(Contractor Name) / Mover
	+1D	Wed	10am-4pm	Load DRMO & take Excess items to Logistics warehouse	(Contractor Name) / Mover
	+7D	Tues	by COB	Complete Equipment Removal and Relocation of Film Files	(Contractor Name) / Mover
	+8D	Wed	8am	Begin Construction in vacated space	(Contractor Name)
	+56D	Wed	by COB	Contractor & Govt. Final Inspection - Facility & RPIE	(Contractor Name) / Govt.
	+56D	Wed	by COB	Construction BOD in newly renovated space (ready to commence outfitting)	(Contractor Name)
	+56D	Wed	8pm	Pre-move aseptic clean of Final space	MTF Housekeeping
	-16D	Thurs	8am	Begin Initial Outfitting	(Contractor Name)
	-16D	Thurs	TBD	Move Coordination Meeting for final move w/Dept. POCs, Facilities, Housekeeping, BMETs, Safety, IT/Comm, etc.	(Contractor Name)
	-16D	Thurs	by COB	Distribute final Move Spreadsheet w/port assignments	(Contractor Name)
	-16D	Thurs	by COB	Deliver Move Crates, Move Packets, Labels, etc.	(Contractor Name) / Mover
	-12D	Mon	8am-4pm	Begin Phone & LAN port activation in renovated space	MTF IT / Telecom
	-12D	Mon	8am-4pm	Begin Comm Closet/Server Room equipment installs, etc.	MTF IT / DHA DAD IO J6
	-10D	Wed	by COB	Complete IO Outfitting	(Contractor Name)
	-9D	Thurs	8am	Begin Physicist Evaluation of new Equipment	(Contractor Name) / MTF Physicist
	-9D	Thurs	8am	Begin BMET Testing & Certification of new Equipment	(Contractor Name) / MTF BMETs
	-8D	Fri	by COB	Complete Phone & LAN port activation	MTF IT / Telecom
	-8D	Fri	by COB	Complete Comm Closet/Server Room equipment installs, etc.	MTF IT / DHA DAD IO J6
	-5D	Mon	8am	Begin New Equipment Training	(Contractor Name) / Dept Staff
	-4D	Tues	7am	Begin IDS 72-hr Burn-In Period	(Contractor Name)

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	-3D	Wed	by COB	Complete Physicist Evaluation of new Equipment	(Contractor Name) / MTF Physicist
	-3D	Wed	by COB	Complete BMET Testing & Certification of new Equipment	(Contractor Name) / MTF BMETs
	-2D	Thurs	TBD	Contractor & Government Punch Walk	(Contractor Name) / Govt
	-2D	Thurs	TBD	"Day in the Life" Orientation	(Contractor Name) / Dept Staff
	-1D	Fri	7am	Complete IDS 72-hr Burn-In Period	(Contractor Name)
	-1D	Fri	7am-2pm	Finalize all Equipment Labeling & Packing	Department Staff
	-1D	Fri	2pm-4pm	Disconnect all Computers/Peripherals	Department Staff
	-1D	Fri	TBD	Initial Outfitting & Punch list Complete	(Contractor Name)
	-1D	Fri	by COB	Complete New Equipment Training	(Contractor Name) / Dept Staff
	-1D	Fri	by COB	Contractor & Govt. Conditional Inspection - OP/PP	(Contractor Name) / Govt
	-0D	Sat	7am-9am	Load Computers/Peripherals, Relocate & Place	(Contractor Name) / Mover
	-0D	Sat	7am-9am	Disconnect copier, relocate and re-install	MTF/Vendor
	-0D	Sat	7am-9am	Disconnect Steris Sterilizer	Vendor / Electrician / Plumber
	-0D	Sat	7am-9am	Disconnect Pyxis	Pharmacy Staff
	-0D	Sat	9am-11am	Reconnect Computers/Peripherals	Department Staff
	-0D	Sat	9am-11am	Relocate Medical Equipment, Furniture and Contents	(Contractor Name) / Mover
	-0D	Sat	9am-11am	Reconnect Steris Sterilizer	Vendor / Electrician / Plumber
	-0D	Sat	9am-11am	Reconnect Pyxis	Pharmacy Staff
	-0D	Sat	11am-3pm	Reconnect Medical Equipment	Department Staff
	-0D	Sat	11am-3pm	Test & Certify reuse Equipment	BMETs
	-0D	Sat	8pm	Post move aseptic Cleaning of Final space	(Contractor Name)
	+1D	Sun	8am-10am	Contractor & Govt Final Acceptance Inspection	(Contractor Name) / Govt
	+1D	Sun	10am-2pm	Unpack Contents and Organize space	Department Staff
	+2D	Mon	8am	OFB in newly renovated space	Department Staff
	+2D	Mon	9am-12pm	Post Move Support	(Contractor Name) / Mover
	+2D	Mon	9am-12pm	Load DRMO & take Excess items to Logistics warehouse	(Contractor Name) / Mover

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	+9D	Mon	8am	Distribute Lessons Learned Surveys - Transition & PR	(Contractor Name)
	+30D	Mon	8am	Distribute Lessons Learned Survey Results - Transition & PR	(Contractor Name)
Instruction: Capture outfitting and transition activities leading up to and through OFB, excessing/disposition and lessons learned surveys. List activities in chronological order at a level of detail equal to the example shown. Identify tasks that may impact the OFB and who is responsible for execution. Include at a minimum:					
a.	Activity status (identify pending versus completed activities)				
b.	Construction completion date (for each department)				
c.	Preparations for interim and final moves				
d.	Early access (if permitted) for new property or system installs, etc.				
e.	De-install and Re-install of reuse property in interim/final space				
f.	New property outfitting in interim/final space				
g.	Testing & Certification activities for reuse and new property				
h.	Telecom/Data installation & activation schedule				
i.	Day in the Life orientation				
j.	Personal Property training schedule for new property				
k.	Walk-thru, punch, pre & post move acceptance activities				
l.	Move execution for interim and final moves				
m.	Third-party vendor & MTF activity coordination (i.e. vendor equipment disconnect/reconnect, MTF copier moves, Pyxis disconnects/reconnects, etc.)				
n.	Utility support coordination (i.e. electrical/plumbing support, alarm disconnects/reconnects, etc.)				
o.	Equipment burn-in periods (i.e. medical refrigerators, alarms, etc.)				
p.	Pre & post move cleaning activities (i.e. floor finishing, aseptic clean, etc.)				
q.	Excessing/disposition activities				
r.	Open for Business				
s.	Post Move Support provided by IOT Contractor on first day of OFB				
t.	Ceremonial Activities (i.e. Ground Breaking, Ribbon Cutting, etc.)				
u.	Distribution of Lessons Learned Surveys and Reports				