

Small Project Rules of Thumb

- **“As Is” Office Moves: 3 – 4 weeks**
 - 2 weeks minimum for FM Work Requests on box moves; office equipment moves; pre-cleaning; lock changes.
 - 1 – 2 weeks processing by Construction and Design.
- **Office Renovations or New Employee Workstations: 8 weeks**
 - 1 – 3 weeks design and approvals.
 - 5 – 6 weeks lead-time on basic commercial furniture orders
- Supply Chain issues and/or Schedule Governing Factors skew these timelines.