

Plan showing the tasks that need to be carried out before, during and after the move. Help needed for GREYED OUT tasks.

Help Needed	When	Category	Task	Group	Person Responsible	Start	Done by	% Done	People needed	Volunteer(s) names
	Before	Tidyup	Children's stuff	Children						
	Before	Tidyup	Office		Lynne Barfoot					
	Before	Tidyup	First floor							
	Before	Tidyup	Ground floor							
	Before	Tidyup	Remove pictures from walls	Steering	John Thompson					
	Before	Tidyup	Mark all items for removal	Steering	John Eversley					
	Before	Tidyup	Communicate process and when items will be removed to Friends	Steering	Dave Wolfendale					
	Before	Tidyup	Remove unwanted stuff to charity shop / dump / etc.							
	Before	Communication	Produce press release about move	Steering					1	
	During	Communication	Send out press release	Steering					1	
	Before	Communication	Produce leaflet proposal with costs for approval						1	
	Before	Communication	Produce Quakers are coming to Gosforth leaflet						1	
	Before	Communication	Print leaflets						1	
	During	Communication	Deliver leaflets in and around Gosforth (e.g. houses, Trinity Centre, Library etc.)						LOTS	
	Before	Seating	Decide on 2-4 seating options for new main meeting room	Elders				100% DONE		
	Before	Seating	Decide which benches and seats will go to Gosforth							
	Before	Seating	Arrange for disposal of unwanted seating							
	Before	Library	Decide on resources to move / dispose of	Library	Reg Snowdon			100% DONE		
	Before	Library	Decide on location of resources in Gosforth	Library	Reg Snowdon					
	Before	Library	Identify new shelving needs	Library	Reg Snowdon					
	Before	Library	Pack books etc. for shipping	Library	Reg Snowdon				2	
	Before	Signage	Create "Quakers are moving" banner						2	
	Before	Signage	Hang "Quakers are moving" banner on side of building						2	
	After	Signage	Remove "Quakers are moving" banner						2	
	After	Signage	Create and fix signs to old MH saying "Quakers have moved to Gosforth"						1	
	After	Signage	Remove all old QMH signs						1	
	Before	Signage	Create and install fanlight signage above main door at Gosforth	Steering	John Thompson				1	
	Before	Signage	Design, manufacture and install new "temporary signage" at Gosforth	Steering	John Thompson					
	Before	Signage	Arrange for public signpost signage to be put in place with Local Council	Steering	John Thompson					
	Before	MH logistics	Testing of the new hearing assistance system with the help of 4-5 Friends	Steering	Dave Wolfendale				5	
	Before	MH logistics	Identify and verify types of usage						3	
	Before	MH logistics	Check how types of usage will actually WORK (e.g. letting latecomers in)						3	

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	Before	MH logistics	Clarify parking arrangements, etc.).							
	Before	MH logistics	Identify who needs keys, obtain and distribute them.							
	Before	Shelving	Identify shelving needs	Children					1	
	Before	Office	Order and install computer	Steering	Dave Wolfendale		1/8/11			
	Before	Office	Order internet connection for Gosforth	Steering			9/9/11		1	
	Before	Office	Identify office furniture needs	Steering	Lynne Barfoot					
	During	Cleaning	Identify cleaning equipment storage and shelving needs						1	
	Before	Removal	Identify volume of stuff to move and packing requirements							
	Before	Removal	Select a removal company						1	
	Before	Removal	Arrange for pre-packing of stuff						1	
	During	Removal	Work with removal company to ensure the process is succesful						LOTS	
	Before	Transport	Identify Friends who need assistance	Steering	Bill Cunningham				1	
	Before	Transport	Select supplier	Steering	Bill Cunningham				1	
	Before	Transport	Agree route / schedule	Steering	Bill Cunningham					
	Before	Transport	Communicate arrangements to Friends	Steering	Bill Cunningham					
	Before	Kitchen	Order dishwasher & cooker	Premises	Joan Robson				1	
	During	Kitchen	Check that dishwasher and cooker are working	Premises					1	
	Before	Seating	Order new high backed chairs	Premises						
	Before	Blinds	Arrange for measurement of windows	Premises	Carine Carson					
	Before	Blinds	Order blinds and arrange for fitting	Premises	Carine Carson					
	Before	Curtains	Arrange for measurement of windows	Premises	Carine Carson					
	Before	Curtains	Order curtains and arrange for fitting	Premises	Carine Carson					
	Before	Curtains	Remove curtains from Jesmond	Premises						
	Before	Curtains	Have Jesmond curtains cleaned	Premises						
	During	Curtains	Fitting of all curtains in Gosforth	Premises	Carine Carson					
	During	Blinds	Fitting of all blinds in Gosforth	Premises	Carine Carson					
	During	Garden	Remove and transfer plants to Gosforth	Garden	Caroline Coode				3	
	During	Garden	Assist with preparing all garden areas	Garden	Caroline Coode				3	
	After	Snagging	Manage snagging list to completion	Admin	Lynne Barfoot					
	Before	Archive	Identify shelving requirements	Steering	John Saunderson					
	Before	Shelving	Identify a joiner to put up shelving							
	During	Shelving	Buy shelving						1	
	During	Shelving	Set up shelving in Attic		Joiner				1	
	During	Shelving	Set up shelving in Children's room cupboard		Joiner				1	
	During	Shelving	Set up shelving in large ground floor cupboard		Joiner				1	
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