

THE GREEN MOVE CHECKLIST

Whether you're expanding, relocating, or consolidating, a well-planned office transition is an opportunity to cut costs, reduce waste, and set your team up for success. Rightsize Facility created this checklist to help you stay organized, keep operations running smoothly, and complete a sustainable, cost-efficient move.

95%+
DIVERSION TARGET

8
CATEGORIES

100%
REUSE-FIRST

SECTION 01

WORKPLACE STRATEGY & AUDIT

- 01
- ☐ Make a complete inventory of all existing furniture, equipment, and assets — account for every item and evaluate what makes the cut.

GREEN TIP

Document quantities, condition, and reuse potential for every item. This data drives every downstream decision in your transition and helps Rightsize build the right strategy.
 - ☐ Think critically about staff placement — determine where each team will sit and how that affects shared equipment like printers and copy machines.

GREEN TIP

Locating your content team near the printer, or your finance team near a quiet zone, may seem minor — but these decisions directly affect daily efficiency in the new space.
 - ☐ Align the transition plan with broader business goals — expansion, relocation, or consolidation each require a different strategy.
 - ☐ Set measurable sustainability targets (e.g., landfill diversion rate, cost savings) before the move begins.

GREEN TIP

Target 95%+ landfill diversion as a benchmark. Define what success looks like before the move begins so progress can be tracked and reported.

SECTION 02

FURNITURE STRATEGY

- 02
- I REUSE FIRST**
 - ☐ Reuse existing furniture wherever it meets the needs of the new space.

GREEN TIP

Reuse is the single highest-impact action in any office transition — it eliminates procurement costs, embodied carbon, and disposal at once.
 - ☐ Work with Rightsize to blend your existing furniture into the new space — combining reused pieces with pre-owned, refurbished, and new product where needed.

GREEN TIP

Rightsize specializes in evaluating what you have, what can move, and what should be replaced — so you spend only what you need to.
 - I NEW PROCUREMENT**
 - ☐ Specify sustainably sourced products with certifications (e.g., GREENGUARD, FSC, level®).
 - ☐ Avoid over-purchasing — right-size quantities to actual headcount and utilization data.

SECTION 03

SPACE PLANNING & DESIGN

03

I LAYOUT & FLEXIBILITY

- ☐
- Optimize layouts to maximize efficiency and reduce total square footage needed.



GREEN TIP

Activity-based working and hoteling models can reduce required footprint by 20–40%, significantly cutting real estate and furniture costs.

- ☐
- Design for flexibility — choose adaptable furniture systems over fixed, single-purpose installations.

I TECHNOLOGY & INFRASTRUCTURE

- ☐
- Confirm electrical outlets and internet capabilities for every workstation and office — allow ample lead time, as each building has different requirements.



GREEN TIP

Technology infrastructure is one of the most common move-day surprises. Engage your IT team and building management early — lead times can vary significantly.

- ☐
- Reduce material waste in construction and fit-out by specifying demountable or reusable partitions.

- ☐
- Select finishes and materials with recycled content and end-of-life recyclability.

SECTION 04

LOGISTICS & INSTALLATION

04

- ☐
- Notify your current landlord early and reserve freight elevators on move day.



GREEN TIP

Early landlord communication avoids scheduling conflicts on move day and ensures you have freight access when you need it.

- ☐
- Engage licensed and insured movers with experience decommissioning and reconstructing office furniture. If in a union building, ensure movers are union-certified.

- ☐
- Consolidate deliveries to reduce truck trips and associated emissions.

- ☐
- Reduce packaging waste by requesting minimal or reusable packaging from vendors.

- ☐
- Optimize scheduling to minimize overtime, overlap, and rework.

SECTION 05

DECOMMISSIONING & ASSET RECOVERY

05

I LEASE & PLANNING

- ☐ Review your lease for space restoration conditions — know before you go whether you're required to restore to original condition or vacate in 'broom swept' condition.



GREEN TIP

Lease restoration requirements are often missed until the last minute. Reviewing them 60–90 days out gives you time to plan decommissioning, cleaning, and any tenant improvement removal.

- ☐ Complete a full inventory of all assets before vacating the space.

- ☐ Categorize each item by disposition: reuse, resell, donate, recycle, or dispose.



GREEN TIP

Start disposition planning 60–90 days before your move date. Last-minute decommissioning almost always results in unnecessary landfill.

I DIVERSION EXECUTION

- ☐ Resell surplus assets through secondary market channels to recover value.

- ☐ Donate usable furniture to nonprofits, schools, or community organizations — Rightsize can help make the arrangements.



GREEN TIP

Donation diverts furniture from landfill and generates goodwill in your community. Rightsize has established relationships with local nonprofits to streamline the process.

- ☐ Recycle all materials that cannot be reused or donated.

- ☐ Minimize landfill as an absolute last resort — document all disposal for reporting.

SECTION 06

CIRCULAR ECONOMY

06

- ☐ Extend the lifecycle of assets by selecting durable, repairable, and upgradeable products.



GREEN TIP

Ask manufacturers about take-back programs, refurbishment options, and spare parts availability before specifying new product.

- ☐ Track diversion metrics throughout the project and report outcomes at completion.

- ☐ Build supplier relationships that support circular procurement in future projects.

SECTION 07

EMPLOYEE & BRAND IMPACT

- ☐ Communicate the transition plan to employees early — keep them informed on timing, what to expect, and how their workspace will change.



GREEN TIP

Keeping employees in the loop reduces anxiety and operational disruption. A well-communicated move lets your team stay focused on clients and day-to-day operations.

- ☐ Share sustainability impact metrics — what was reused, donated, and diverted from landfill — through internal channels and public reporting.
- ☐ Align the transition with existing ESG commitments and corporate sustainability goals.

SECTION 08

MEASUREMENT & REPORTING

- ☐ Track waste diversion rates, cost savings, and carbon impact throughout the project.
- ☐ Use data to produce a post-move impact report for internal and external stakeholders.



GREEN TIP

A Green Move Impact Report demonstrates ROI beyond cost savings — it documents environmental and social value that matters to investors, clients, and talent.

- ☐ Apply learnings to inform the sustainability strategy for future workplace transitions.

NEXT STEPS

READY TO PLAN YOUR GREEN MOVE?

A Green Move Assessment with Rightsize Facility evaluates your space, assets, and timeline — identifying opportunities to reduce cost, minimize waste, and maximize reuse.

We assess your furniture, model cost savings, and build a decommissioning plan targeting **95%+ landfill diversion**.

95%+
LANDFILL
DIVERSION

100%
REUSE-FIRST
APPROACH

8
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CATEGORIES

RIGHTSIZE

rightsizefacility.com

800.815.8592

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