



Office Moving Instructions

Follow these directions for an efficient and productive move.

Employee Name: _____

Label Color: _____ Number: _____

BUILDING MANAGEMENT REQUIREMENTS

Contact Building Manager at both origin and destination if necessary to arrange reservation of elevators and/or loading docks, obtain a certificate of insurance, and obtain policies for moving in and out of the building, i.e., masonite requirements, time restrictions, etc.

MARKINGS

Label each item. If an item must be dismantled to be moved, be sure to label all parts, i.e., secretary desk with return.

DESK

Label the desk on the top surface.

Your desk will probably be turned on end – pack accordingly.

1. Place small items such as pens, clips, and rubber bands, etc., in an envelope and place in container.
2. Breakable items and liquids such as ink, glue, etc., should be removed and packed in container, as would contents of desks not to be moved.
3. If desk is to be carried up or down stairs (or if it is a wooden desk), empty it completely.

FILING CABINETS

Place label on top drawer. Be sure all pressure plates are moved forward so contents will be secured. If possible, lock drawers and remove the keys.

1. **VERTICAL FILES** – All contents remain in drawers.
2. **LATERAL FILES** – The bottom two drawers may remain full. All drawers above the bottom two must be packed in cartons.

Note: If the files are to be moved up or down a flight of stairs, all drawers need to be packed, or if the cabinets are wood.

BOOKCASES

Place label on either side or on top. Contents and loose hardware should be removed and packed in envelopes, and placed into cartons. Shelves should be grouped with tape and labeled.

LARGE METAL SUPPLY CABINETS

Place label on front near upper right-hand corner. Remove contents and pack in cartons. Label contents same as cabinet. Lock cabinets if capable and remove key.

COMPUTERS AND OFFICE MACHINES

A special cart is used to move office machines.

1. For all other machines, place a label on the top or in the front.
2. Unplug all cords – pack if removable – if not, wrap cords neatly (in a figure 8) then secure with rubber band or plastic tie.
3. For computers be sure to label the monitor, computer docking station, and the keyboard bag.

COPIERS AND PRINTERS

1. Contact your service representative letting them know that you are moving. If the unit needs to be serviced for the move, they will instruct you.
2. **Please remove toners and fluids, and disconnect the sorter.**

PACKING CONTAINERS

Place label on the end, not on top, in the space marked "label".

Containers are stacked when moved; therefore, please **DO NOT over-pack. Make sure the tops on cartons can be closed.**

MISCELLANEOUS

1. Do not forget to label chair seat and pad, carpet protector, wastebasket, etc.
2. Labels are easily removed when move is completed: because of this, they will not adhere to some surfaces – if necessary place piece of scotch tape over label.
3. We are not allowed to remove items attached to walls: detach and label if they are going to the new location.
4. Artwork should have labels placed on the framework or glass surface – whiteboards, blackboards and corkboards should have labels placed directly on them.
5. If you have any questions, contact your supervisor.