

MOVING INSTRUCTIONS AND INFORMATION

EMPLOYEE NAME: _____

MOVE NUMBER: _____

LABEL COLOR: _____

PACKING TIPS:

- To avoid expense of moving unnecessary items, discard as much as possible before the move.
- Moves are usually organized by COLOR and MOVE NUMBER, not by name.
- Consult with your Manager or Head Coordinator if you have any questions.

PACKING MATERIALS:

- Contact your Manager if you need assistance.
- Packing materials will be available from your Manager.
- Clearly print your MOVE NUMBER on your labels before placement.
- Use only the labels provided; they are special moving labels and do not damage furniture.
- Prepacked boxes can be used for moving.

COMMON AREAS:

- Groups or individuals will be assigned to pack each of the common areas. (Storage Room, Copy Room, etc.)

LABELING:

- You are responsible for labels on all your boxes and equipment.
- Place labels on the narrow end of all boxes and the base of chairs.
- Don't forget to label: Wastebaskets, chair mats, desk pads, etc.
- Label all office machines (adding machines, etc.) and disconnect power cords, wrap cord with tape.
- If furniture is not labeled, it will not be moved.

PACKING:

- All office contents must be placed in boxes.
- Place small office supplies in envelopes and place in a box.
- All desk drawers, credenzas, table drawers / shelves must be unloaded.
- Valuable personal effects should be removed personally. You are responsible.
- Secure typewriter carriage and place a label on top.
- The bottom and tops of boxes must be taped, not folded.
- Place keys for furniture or file cabinets in an envelope marked with the manufacturer and lock number and give to your manager before the move.
- If it doesn't fit in a box, label it.

COMPUTERS AND TELEPHONES:

- DO NOT pack phones or computers. Do label the phone and computers. Information Services will disconnect the computers and the mover will pack and unpack them.
- Place keyboard, mouse, mouse pad and cables into bag provided.

MOVE CLEAN UP:

- Break down and stack boxes in specified common areas for pickup.
- Cleaning supplies can be provided by your Manager.
- Push bookcarts to the hallway for pick-up by the mover.