

PANEL LIFT PACKING INSTRUCTIONS:

- Remove all contents from the tops of work surface areas.
- Remove all contents from all overhead bins, unless bins are attached to sheetrock walls.
- Unload all freestanding desks and credenzas.
- Unload filing cabinets, storage cabinets and bookcases.
- All storage rooms need to be packed, if contents are in prepackaged boxes, please seal boxes.
- All computers and phones in cubicle area can remain connected, however place hard-drive on worksurface.
- Phones and computers in private offices will need to be disconnected.
- Please remove all personal and breakable items from your area the evening before your re-carpet.
- Do not label any contents of boxes.
- If you have any questions, feel free to call our project manager.