

RE-CARPET PACKING INSTRUCTIONS

- Remove all contents from the tops of work surface areas.
- Remove all contents from 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 pre-packed boxes, please tape or seal boxes.
- All computers and phones in the cubicle areas must be disconnected.
- Phones and computers in private offices must be disconnected.
- Be sure to remove all personal or breakable items from your area the evening before your re-carpet.
- Please do not label any furniture or contents.
- If you have any further questions, please contact your move coordinator.