

PACKING INSTRUCTIONS

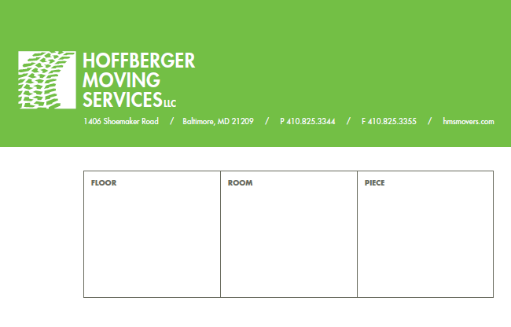
# packing schedule

Crates and packing materials will be delivered: **[insert date]**

Empty crates will be picked up on: **[insert date]**

# packing process

Everything moving MUST have a label. Use color coded labels (provided by your move coordinator) for each department/floor.



Use the **FLOOR** field to write **staff member’s name**. The floor will be determined by color.

**Red**= [enter floor #] **Yellow**= [enter floor #] **Green**= [enter floor #]

**Blue**= [enter floor #] **Orange**= [enter floor #] **Pink**= [enter floor #]

Use the **ROOM** field to enter your **new** room number or work station number.

Use the **PIECE** field for notes. Mark with “F” for crates containing files to be put in a cabinet or leave blank.

Set aside **fragile** items and indicate item is fragile. Our movers will wrap and transport separately.

Place smaller/loose items in envelopes or baggies before placing in moving crate.

Sentimental and personal items should be moved by you. If you choose to put personal items into a crate or bin, the mover is not responsible for damage.

Pack most frequently used items last and mark crate with **“open first”**.

# organizing crates

Please write your name and office/workstation number on a sheet of paper and put it in each crate after you finish packing them.

Make sure ALL lids close completely. Labels should be placed on **the short end of crate, all facing the same direction** (think of it like putting a license plate on a car).

Place dolly on ground first and stack no more than 4 crates per stack.

If DOLLIES RUN OUT, leave crates on ground.

# packing specialty items

**Bookcases:** Pack and label by shelf and place shelf pegs in plastic bag and attach to shelf.

**Filing Cabinets**: Two drawer cabinets can be left full. Five drawer cabinets should have top three cabinets emptied.

Filing cabinet files should be packed and labeled to the corresponding filing cabinet. Tape the key to the side of the filing cabinet for safe keeping.

**Electronics:** Computers should be backed-up and disconnected by the employee or IT staff prior to the move.

Place a label on monitors, CPU tower, docking station and phone.

All wiring, mouse, keyboard and other components that are disconnected from the hard drive and monitor should be placed in the zip lock bag provided and the bag labeled.

Leave all items together on desk top. **Computers, printers and other desktop machines will be packed by your movers.**

Laptops should be taken home prior to move.

**Pictures/Framed Items:** It is best to take home pictures and framed items and bring back after the move is completed. If you feel comfortable leaving them, remove from wall and wrap them.

Apply label AFTER wrapping them.

Leave them in office or work area on a work surface or leaning against wall.

**Misc. Items:** If the item doesn’t fit in a crate or box, label and leave it.

Label furniture

Label trash can

Label recycling bins

Label common area bins