

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