

OFFICE MOVING

G U I D E

for Employees



PREFACE

The following information and instructions contained in this guide have been prepared to make the packing and moving easier for our employees and to reduce unnecessary delays for the moving company selected. Following these instructions will help make for a smooth and efficient transfer to our new location.

1

General Information in preparation for the "move"

1. SUPERVISORS:

It is your responsibility to have your staff follow these instructions.

Be sure that all employees in your department or section receive this Office Moving Guide.

Personnel will be functioning in the new offices on a normal basis immediately after reporting to work, if the move is properly preplanned.

2. EMPLOYEES:

You will be responsible for your own packing before the actual move.

Follow the instructions contained in this booklet. They will be of assistance to you, not only before the move, but when you unpack at the new offices.

All Packing Should Be Completed Prior To The Start Of The Actual Move.

IMPORTANT:

ONLY PERSONNEL DIRECTLY INVOLVED WITH THE MOVE SHOULD BE PRESENT DURING THE COURSE OF THE MOVE.

PACKING INSTRUCTIONS

2

1. PERSONAL ITEMS

The mover cannot be responsible for your personal possessions, such as legal papers, money, lighters, fountain pens, etc. For your own protection, may we suggest that you move these items privately. If you need special containers, ask your Move Consultant.

2. CARTONS

Be sure that all cartons are properly assembled. Leave a two inch space at top of each carton. The mover has special cartons and boxes available for electronic equipment, libraries, bulk supplies, lamps and other breakables. If you require special boxes or packing services, ask your supervisor to advise the Move Consultant.

3. DESKS

Pack all contents. This includes current working papers, letter trays, books and other desk top items.

IMPORTANT:

SEAL PAPER CLIPS, PENCILS AND ALL OTHER LOOSE MATERIALS IN ENVELOPES AND THEN PACK THEM IN CARTONS. PROTECT ALL GLASS RECEPTACLES WITH PAPER OR OTHER STUFFINGS. LEAVE GLASS TOPS AND PADS ON TOP OF DESKS FOR THE MOVER.

3. FILING CABINETS

Move with contents intact. Tighten the internal drawer plate in each drawer to hold contents in place

PACKING INSTRUCTIONS

5. SECURITY FILES

All files should be locked prior to moving. If security regulations necessitate escorts, advise the Move Consultant and he will make arrangements with the mover. Security files may then be consolidated and moved on one or more vans as required.

6. SUPPLY OR STORAGE CABINETS

Pack all contents in cartons. Cabinet doors should then be locked, taped or tied.

7. BOOK CASES

Remove all books and pack in cartons.

8. COAT RACKS OR LOCKERS

Pack all items and contents.

9. OFFICE MACHINES

Do Not Pack These Machines!

Leave the machines on top of their desk or stand. All machines must be unfastened and disconnected. Mover will give particular attention to all these units.

10. KEYS

Where locks and keys are available for any items being moved, keys should be wire tagged and coded to the locks they fit and packed in a safe place.

11. PICTURES, MAPS & BULLETIN BOARDS

If secured, remove these items from the wall. Tag each piece according to Tagging Instructions; place them on end, back-to-back in carton. If the item does not fit in a carton, lean it against the wall and the mover will take it from there. Consolidate small pictures in container. Cushion with packing material, i.e. newspaper

PACKING INSTRUCTIONS

12. SPECIAL EQUIPMENT

Professional servicing may be required for Xerox, IBM or other data processing equipment. This service is available from either the mover or the manufacturer's service department. If you require electricians, plumbers or machinists, the Supervisor should advise the Move Consultant well before the moving date.

IMPORTANT:
ALL EQUIPMENT CONTAINING LIQUID
MUST BE DRAINED PRIOR TO MOVE.

13. PLANTS (LIVE OR ARTIFICIAL)

Since the mover is not responsible for the safe transportation of plants, employees must arrange for other methods of transportation.

14. MISCELLANEOUS

Desk Letter Trays - Empty papers and pack in correctly marked cartons.

Cardex Files - Keep Rods and file guards tightly drawn. Bind loose cards together with rubber bands in batches of about 150 and pack in cartons.

Furniture Casters - Remove loose casters and pack in cartons

Odds and Ends - Pack desk clocks, calendars, rubber stamps, bookends in cartons or if special packing is required, notify Move Consultant in advance.

Employees Consolidating - Consolidate your office belongings with those of other employees being located in your immediate area at the new location. This will help conserve carton space.

Electronic and Telephone Service Equipment - Utility servicemen will have been notified in advance of this move. Remember, telephone servicemen are required to disconnect phones secured to desks.

TAGGING/ MARKING

3

1. MOVING LABELS

Assorted colors are available for your tagging requirements. (See illustrations) Obtain your specific code assignments for floor, room, number, etc. from your Move Consultant. Carefully print your identification code in large letters with a dark crayon or magic marker before placing tags on items to eliminate damage.

2. DO NOT MOVE

If items are not to be moved or if equipment and furniture are to be discarded, be sure to tag them with “Do Not Move” labels. This will eliminate unnecessary expense.

3. SPECIAL TYPES OF FURNITURE

— Such as “L” desks and conference tables may need to be dismantled. If so, be certain that all sections of the pieces of furniture dismantled have the same tag color and code information.

4. TAG PLACEMENT

Please follow the illustrations on the following pages in order to place coded tags in a uniform manner. The mover requires this uniformity to quickly and efficiently replace your furniture and equipment in the new location.

5. ARROWS

These pressure sensitive arrows point to the direction in which an object is to be located in the new quarters. These removable arrows are color coordinated with the moving labels, and may be applied to floors, walls, ceilings, etc.

TAGGING/ MARKING



ARROWS

Color coordinated with moving labels

SAMPLE OF MOVING LABEL		
FLOOR	ROOM	PIECE

SAMPLE OF MOVING LABEL

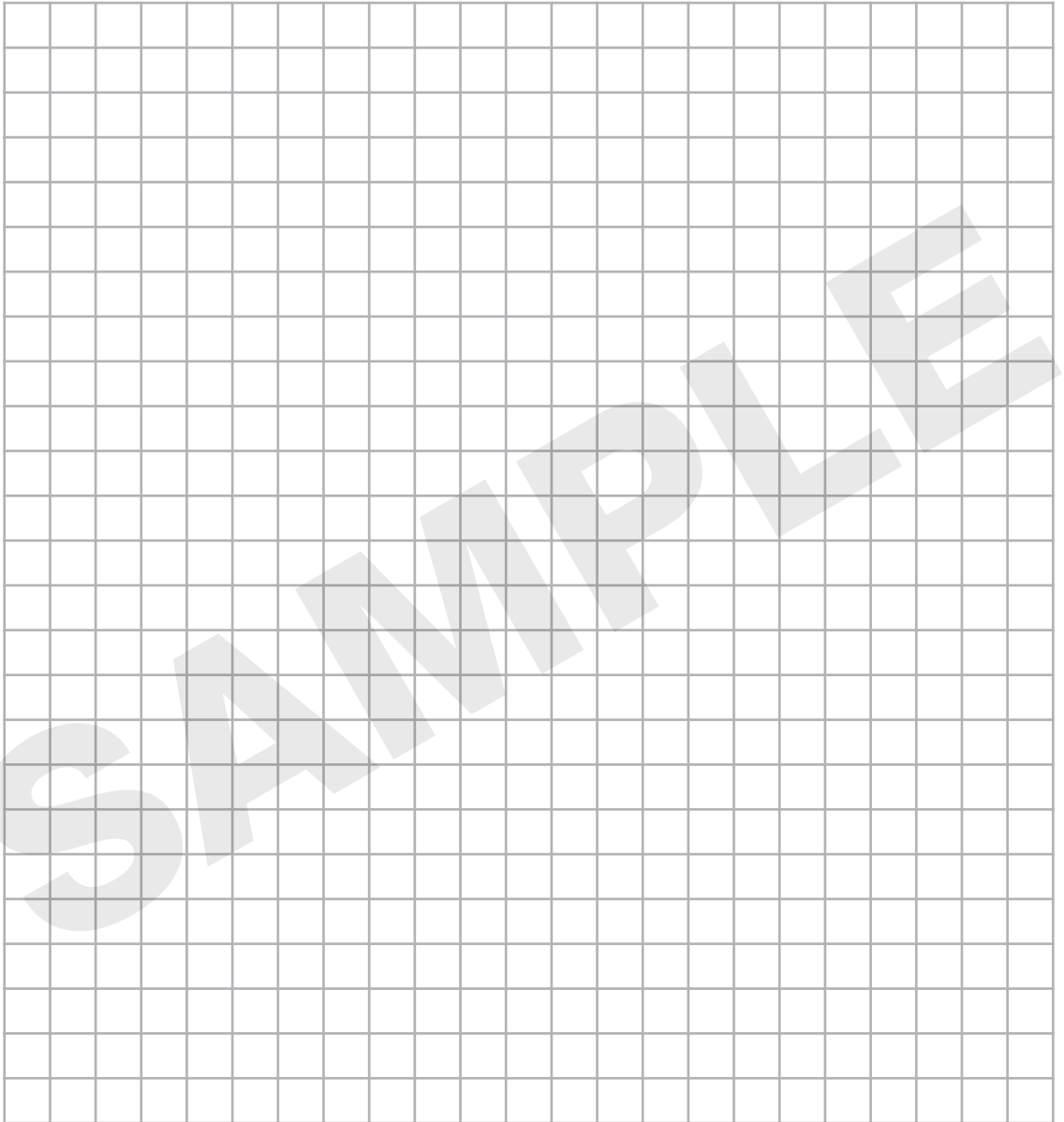
Available in one or more colors



“DO NOT MOVE” STICKER

Use only for items not to be moved or furniture and equipment to be discarded.

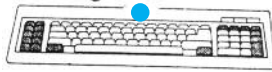
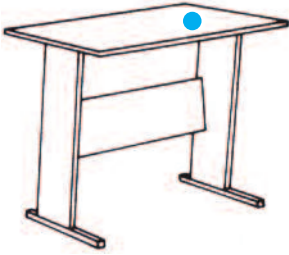
OFFICE PLANNING



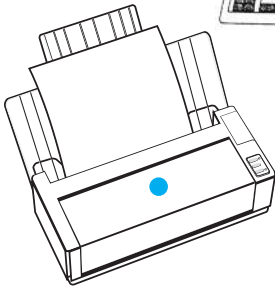
Use the above graph to pre-plan placement of your furniture and equipment in the new office. This will avoid confusion and delay in setting up your new quarters. A scale of 1/2 ft. or 6" to each graph square is adequate for most individual office or work area requirements. If your area needs are greater, use a scale of 1ft. to each square. Be sure to indicate doors, columns, and other obstructions that could affect placement of furniture and equipment.

OFFICE EQUIPMENT

COMPUTER STAND



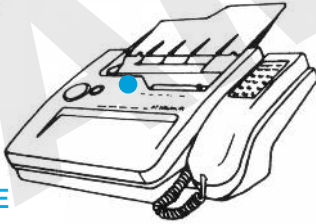
COMPUTER



PRINTER



TELEPHONE



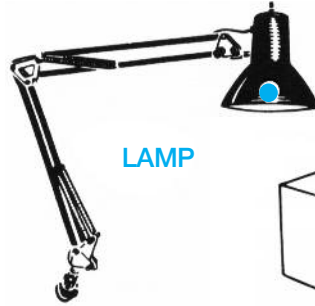
FAX MACHINE



FILE CABINETS

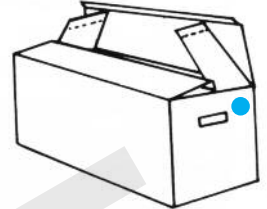


OFFICE EQUIPMENT



LAMP

*TAG PLACEMENT
NOT APPLICABLE ON



OFFICE MOVING CARTON



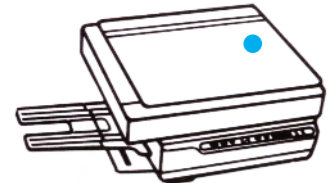
CHAIR



BOOKCASE



DESK



COPY MACHINE



COAT TREE



CHAIR

AFTER THE MOVE

5

1. YOUR FIRST CONCERN

Your first concern will be to get unpacked and back to a normal operating routine as quickly as possible.

2. AFTER UNPACKING

As soon as you have completed unpacking, break the cartons down and place them in a central area for removal from the offices.

3. DAMAGE CLAIMS

Although the mover will exercise extreme care, some damage may still occur. Prior to establishing a claim, the Employee, the Supervisor or the Move Consultant must be familiar with the condition of the furniture or equipment to know if damage occurred during moving. If damage has occurred, a report similar to the one below should be completed and given to the Move Consultant within three days.

EMPLOYEE _____

DEPARTMENT _____

INDEX

	Page
Preface	2
General Information	
Supervisors	
Employees	
After The Move	14
Book Cases	4
Cabinets, Supply, Storage	4
Cardex Files	5
Cartons	3
Carton Disposal	14
Casters, Furniture	5
Coat Racks, Lockers	4
Check List	13
Damage Claims	14
Desks	3
Desk Letter Trays	5
Electric	5
Executive Office Furniture	12
Files, Security	4
Filing Cabinets	3
Furniture, Special Types	6
Inventory	16
Labels, Arrows	7
Labels "Do Not Move"	7
Labels, Moving	7
Locks, Keys	4
Machines, Offices	4
Marking, Tagging	7
Notes	16
Odds and Ends	5
Office Equipment	10-11
Office Planning Graph	8-9
Packing Instructions	3
Personal Items	3
Pictures, Maps, etc	4
Plants, Live, Artificial	5
Special Equipment	5
Tag Placement	6
Telephone	5

