



OFFICE MOVING INSTRUCTIONS

YOUR MOVE WILL BE HANDLED EFFICIENTLY IF YOU CAREFULLY FOLLOW THESE INSTRUCTIONS

- Placement of your office furniture at a new location is done by number – NOT by your name.
- Your moving number and label color (if applicable) will be assigned by your move coordinator.
- Items without labels may not be moved.

MARKING – Label each item. If an item must be dismantled to be moved, be sure to tag all parts.

DESKS – Label the desk on the top surface.

1. Your desk will probably be turned on end; pack the contents.
2. Place small items such as pens, clips, rubber-bands, etc. in an envelope and place in container.
3. Breakable items and liquids such as ink, glue, etc. should be removed and packed in container provided for this purpose.
4. All articles from the surface of the desk should be placed in the container, as should contents of desk not to be moved.

DESK RETURNS/BRIDGES – Label the top surface and pack contents.

GLASS TOPS ON DESK – Place label on lower right-hand corner and remove all papers from under glass.

BOOKCASES – Place label on right side or on top. Contents must be removed and packed in containers.

FILE CABINETS – Place label on front upper right hand corner. (Check with your company move coordinator regarding packing contents of file cabinets).

LARGE METAL SUPPLY CABINETS – Place label on front near upper right-hand corner. Remove contents and pack in containers. Tag contents same as cabinet.

COMPUTERS and OTHER MACHINES – A special cart is used to move office machines.

1. Shut down your computer per manufacture recommendations; disconnect all cables as necessary from terminal, printer and the CPU. Unplug all cords – pack if removable – if not, wrap around machine (or lamp).
2. Tag all components individually; computer, monitor, keyboard, docking station & misc. each get a label.

MOVING BOXES / PACKING CONTAINER – Place label on EITHER END, NOT ON TOP.

Containers are stacked when moved, therefore please DO NOT over-pack. Flat tops on cartons speed the move.

MISCELLANEOUS

1. Don't forget to tag chair seat and pad, carpet protector, waste-baskets, etc.
2. Labels are easily removed when move is completed; because of this, they will not adhere to some surfaces – if necessary, place a piece of Scotch-Tape over label. (Helpful hint – dog ear the label before applying for easy removal)
3. If items are attached to walls: detach and label if going. Rose City can remove art/whiteboards if arranged.
4. If you have any questions, contact your move coordinator.



MOVING TAG PLACEMENT

CABINETS HERE



DESKS, RETURNS, BRIDGES AND CREDENZAS HERE



FILE DRAWERS HERE



BOOKCASES HERE



TABLES HERE



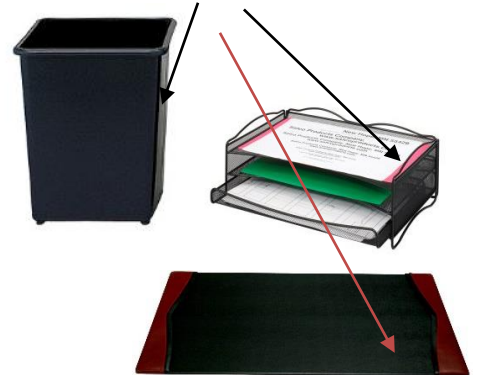
MONITORS HERE



CHAIRS HERE



MISC ITEMS HERE



PC HERE



KEYBOARD HERE



BOXES HERE



CHAIR MAT HERE

