

B.9 OFFICE MOVING INSTRUCTIONS

To effectuate a fast and smooth transition to a new location, please adhere to the following instructions:

- Please label all office furnishings or work area materials with name, room number and/or color label. The moving company will supply labels for use. Be certain to label everything that is to be moved. Items without labels will NOT be moved. Prior to the move the move coordinator will survey your offices to ensure that equipment and boxes are properly labeled.
- Prior to the move we highly recommend that you carefully check all files and drawers so that no items or materials confidential information are left behind.
- Supplies: The move coordinator will provide boxes and labels.
- Packing boxes: **Place the label on the END.... NOT ON THE TOP.** Do not over pack, but do pack full.
- Packing the items in your desk:
 1. Place small items such as pens, paper clips, rubber bands, etc., in an envelope before packing in box.
 2. The owner should pack breakable items in bubble wrap or hand carry the items to the new site.
 3. Liquid items, such as ink, glue, etc., should be closed tight and placed in plastic bags or an envelope and sealed.
 4. All articles from the surface of the desk should be placed in boxes, as should all desk contents.
- Supply and file cabinets: Remove all contents and pack into boxes. File and supply cabinets still containing materials will not be moved.
- Computers, Typewriters, and Office Machines:
 1. OIT will label and bag all computer, office machines and computer accessories.
 2. Secure typewriter carriage by placing both marginal stops in the center.
 3. All office machines/equipment should be labeled in the upper right hand top corner.
- Miscellaneous
 1. Remove any items that are attached to the walls and label, such as magazine racks, white boards, tack boards, display boards, etc. If assistance is required, please contact the Facilities Helpdesk.
 2. Do not pack telephone sets.
 3. The movers **will not** move the following items:
 - Large framed pictures/paintings (personally owned)
 - Plants
 - Personal items
- Unpacking Instructions:
 1. A site will be identified for all empty moving boxes.
 2. Remove and discard all labels from relocated furnishings.
- Contact Information:
 1. Contact your Move Coordinator through the Facilities Helpdesk at 202-220.5740 if you have any questions or need additional supplies.