

Office Move

Packing Information

Moves often take place first thing in the morning so it is required that all packing is completed the evening prior to the move date. It is preferred that personal not be on site during the actual move date.

Packing Materials:

All packing materials that the department could require will be scheduled to be delivered week(s) prior to the move date to allow time for packing. This will include packing tape, plastic bins, labels, picture boxes, bubble wrap and plastic ties. The bins that are supplied are rented and are not to be taken home for personal use. They are also not to be written on.

Labeling:

All items must be labeled (this includes things like water coolers) with the room number of where the item is going to as indicated on the floor plan provided. Labels must include both the person's last name and the room/desk number.

Filing Cabinets and Shelving Units:

It is required that all filing cabinets be empty when they are moved. If they are full the cabinets will break and won't be able to access the files. The moving company will not move the filing cabinets if they are full but they will move small under the desk drawer units with contents.

Personal Belongings:

Please take all personal items home before the move (personal artwork, photographs, diplomas etc.). Please also take home all plants before the move. Special considerations can be made if discussed with your move coordinator prior to the move.

Computer Equipment:

All computer equipment is to be packaged in an organized fashion into 2 bins. It is important that the bins with the computer equipment are labeled on an 8.5" x 11" taped securely onto the outside of the bin. A template is available to print at the end of this document. It is also advised to place a packing label on your desktop tower and computer monitor as an extra precaution.

Phone:

Please pack within your computer labeled bins your desk telephone. This includes all telephone and power cords.

Move Checklist

We ask that you have completed the following before leaving your office the day prior to your move.

- Label chair (unless otherwise instructed)
- Empty desk
- Disconnect and pack computer
- Disconnect and pack telephone
- Empty all filing cabinets
- Tape furniture keys into drawers and cabinets
- Arrange for shredding of files
- Take Personal belongs home
- Label artwork and bulletin board that are moving
- Office keys dropped off with department manager

THIS COMPUTER BELONGS TO

PLEASE PLACE IN ROOM

AT DESK
