IV PACKING AND LABELING:

MOVING LABELS:
Moving labels, are furnished by the mover, and are applied to each piece to be moved to enable the movers to quickly assemble items for the destination. The Move Coordinator will distribute these and provide the necessary instructions to the staff for tagging and labeling procedures (the mover will assist in this process). The Facilities Planning and Design Division will provide drawings of the new space to facilitate the tagging process. All labels should be uniformly placed on each piece of furniture and equipment and boxes to eliminate confusion for the movers (a tagging diagram will be provided by the mover).

DESKS
Pack all contents in and on top of desks. The desks will be upended during the move. The mover will not be responsible for personal items such as money, plaques, plants, or glass items. Please move these items privately. Put all loose items such as paper clips, pens, and pencils in envelopes and pack them in a moving carton. Be sure to label both pieces of furniture such as “L” shaped desks, which will be disassembled before moving.

CUBICLES:
Pack all contents in and on top of cubicles including overhead storage cabinets and tack boards. In most cases cubicles will be reconfigured and people will move into a different cubicle. Any items that are not packed and tagged for moving should be disposed of. Cubicles should be left completely empty and any keys should be left at the cubicle.

BOXES:
Boxes will be provided by the mover or by the Facilities move coordinator. They come “knocked down” and must be assembled. The most commonly used boxes are those that can be assembled without need for tape. Be sure to properly assemble all boxes to prevent them from coming apart. Place label on EITHER END (near handle) – NOT TOP! Cartons are stacked when moved, please DO NOT over pack. After the moves please flatten the boxes so they can be picked up for reuse.

BOOKCASES:
Remove all books and put them into cartons. Take loose shelves out and tape them together. Brackets, clips, and pins that shelves sit on should be sealed in an envelope and then taped to the shelves or packed in a carton. Do not forget to label both the bookcase and the shelves.

FILING CABINETS:
Vertical Filing Cabinets - Place label on top drawer. Be sure all pressure plates are moved forward so contents will be secured. Tape (Duct Tape) or lock drawers closed,
BE SURE TO KEEP THE KEYS!
Lateral Filing Cabinets - Place label on top drawer. If the cabinet is 2 or 3 drawers, contents can remain. With 4 or 5 drawer cabinets all contents must be removed and packed in cartons (except for the bottom two drawers). If the contents are packed, label both the cartons and file drawers so the contents can be easily identified for unpacking.

STORAGE, SUPPLY CABINETS, AND METAL SHELVES:
Pack all of the contents in cartons. Cabinet doors should then be locked, **BE SURE TO KEEP THE KEYS!** If metal shelving units are connected in tandem they should be disconnected to facilitate moving. Place label on front near upper right-hand corner. Secure shelves or bundle them to be moved separately. (If moved separately, please label).

PERSONAL COMPUTERS:
Label any separate piece. Do not apply labels to the glass screen. Disconnect all cables and pack all small loose items such as cables, speakers and the control “mouse”.

OFFICE MACHINES:
Disconnect all small office machines and do not pack. Typewriters should be disconnected and carriages must be centered. Pads, covers, and loose cords for the machines should be packed in a carton. Contact University Graphics regarding the relocation of copy machines.

TELEPHONE EQUIPMENT:
Arrangements for the move of telephone equipment will be under the direction and control of Com.Tech.

PICTURES AND LAMPS:
The owner should remove all personal pictures and lamps prior to the move date. Most movers charge extra to move lamps and pictures.

MISCELLANEOUS:
Tag chair seats and pad, carpet protector, wastebaskets, etc. The labels are designed to come off easily when the move is completed. Because of this, the stickers will not adhere to some surfaces, such as upholstered chairs and sofas. If necessary, place a piece of scotch tape over label or place label on wooden or metal leg or arm.

REMEMBER... IF IT IS NOT TAGGED, IT WILL NOT BE MOOVED. BE SURE TO DOUBLE CHECK ALL ARTICLES. PLEASE TAKE HOME ALL PERSONAL OR PRECIOUS ITEMS BEFORE THE MOVE AND RETURN THEM AFTER THE MOVE.
V ACTIVITIES AT THE DESTINATION:

- The Move Coordinator should verify that all offices and cubicles at the new location are labeled.
- As soon as unpacking is complete, break the cartons down and place them in a central area for removal.
- Walk the space and visit with each employee to adjust chair heights, work surface heights and make sure that everything is working—Make Record any moving damage and missing items.
- Inspect Every Lateral File Cabinet to Ensure That It’s Not Unbalanced, Top Heavy or About to Fall Over—If it’s dangerous, have the mover level, balance, bolt and gang it.
- Set Up and Test Your Computers as Soon as Possible Not Forgetting the Ones in Offices and at workstations where the Employees are traveling or on Vacation.
- File Damage Claims in Writing As Soon As Possible with Your Mover on His Damage Claim Form—Follow-up and confirm that he has received the completed forms. If you have University coverage, notify Insurance and Risk Mgt. at 515-6123.
- Instruct Your Employees by e-mail or Memo to Unpack as Soon As Possible; Break down and Collapse Their Cartons and Stack Them Neatly Away From the Isles—Have the mover or one of your employees remove them from the space.
- Instruct Your Employees to Place Any Item or Carton That’s Not Theirs in the “Lost & Found” Room.