

Office Move Guidelines

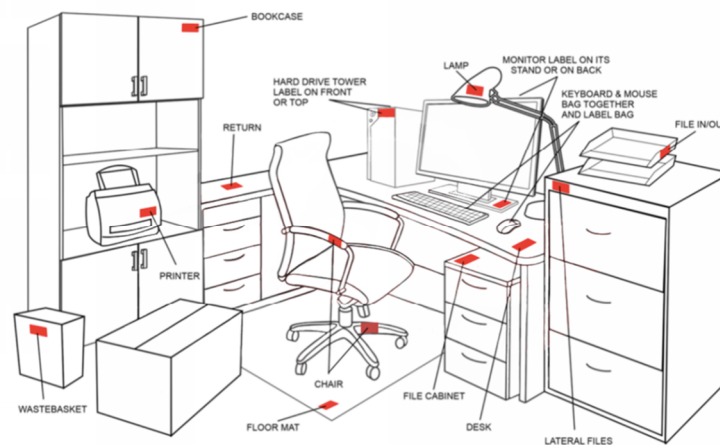
Move Date:

Move Time:

- Be packed by 3:00pm (day before the move).
- Move will start at 9:00am
- Move Team will need access to your desk; we will not be able to accommodate you working at your desk while we start the relocation

Labeling Your Belongings

- Labels should have your name and new room number on them
 - Identify Building; Floor (if appropriate); Room #; Your Name
 - If there is more than one box, add to label for example:
 - 1 of 3, 2 of 3, 3 of 3 (for three boxes, etc.)
- Place label on the **SIDE** of boxes
- Place label on any furniture that is moving (as needed)
- Place label on your chair (NOTE: put a piece of tape around the label to keep it from falling off)
- Anything without a label will NOT be moved



Packing

- Pack the contents of your existing work area: desk(s), bookcases/shelves, credenzas, closets, etc.
- Large items should have a label placed directly on them (i.e. shredders, etc.)
 - Do not forget to label your trash and recycle bins
- Small items should be placed in a labeled box
 - Remember to use packing materials (i.e. packing paper) if necessary
 - Very small items like paper clips, loose pens/pencils should be put into envelopes, baggies or smaller boxes prior to being placed into a moving box
- Any items which are small enough to be moved in a standard moving box should be packed. Boxes that are large enough (about the size of a copy paper box) do not need to be repacked – simply apply a moving label directly to the box

Fragile and/or Personal Items

- Please take home all personal items and/or move them yourself including laptops
- Movers will not be held responsible for personal items or valuables during the move

Computers and Printers

- Please do NOT disconnect any of your computer equipment -your IT support team will take care of this
- Fill out labels for all of your computer accessories (i.e. keyboard, mouse, docking station, monitors, etc.). Your IT support team will pack all IT equipment
- Movers will move to a new location
- Your IT support team will return and reconnect at new location

General Information

- Please leave all storage keys either in the lock or in the top drawer
- Please turn in your office key (if appropriate) to FD&O Work Control desk