

# Office Packing and Move Preparation Tips

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## 1. CONDUCT A PURGE CAMPAIGN

Before packing, purge unnecessary supplies, files, etc. that you won't be needing in your new office.

## 2. GENERAL INFORMATION

- Moving small plants, desk clocks, pictures and other personal property is the responsibility of the employees.
- Each carton is to be packed tightly and sealed to prevent damage and disarrangement due to shifting.
- All keys are to remain in the possession of the employees who uses or is assigned responsibility for the locked items. Do not leave keys in desks or file cabinets unless instructed.
- Remove ink and other liquids from drawers and place in packing cartons. Caps must be on tightly to prevent leakage. Desk pen and ink sets must be emptied. For additional protection please place liquids in a plastic bag and seal.
- Glassware and breakable objects should be wrapped with paper towels or newsprint to prevent breakage and packed securely in cartons to prevent breakage. Please pack containers of liquid items in an upright position.
- Small articles such as pencils, pens, scissors, paper clips, erasers, rubber bands, etc. should be placed in sealed envelopes which are then packed in cartons.
- Place letter trays in packing cartons. Multiple tray assemblies should be taken apart before packing.

## 3. DESKS, CREDENZAS AND TABLES WITH DRAWERS

These items will be moved on end and certain precautionary measures and preparations are required. To prevent the contents of the desk from becoming disarranged, remove all contents and place in cartons. Please lock drawers if able. Glass desk tops, desk pads and chair mats must bear the same identification label as the desks to which they belong.

## 4. FILE CABINETS

Vertical file cabinets will be moved with contents intact. The sliding guide at the back of each drawer should be moved tightly against the files. Vertical files will be packed if there are stairs involved. See your Move Coordinator for special instructions.

Lateral file cabinets must be completely emptied when stairs are involved. We always recommend that with more than 2 drawers, they be unpacked completely before moving. This is the safest way to relocate and will insure the continuity of any warranties you may have. See your Move Coordinator if you have any questions.

Please lock your file cabinets if you have the keys. If you don't have a key, the cylinder lock on the files should be taped open to prevent inadvertent locking.

More than ordinary attention must be given to the sequential numbering of file cabinets, sectional bookcases, etc. with respect to location and destination.

## **5. SUPPLY CABINETS**

Remove all contents and place in packing cartons. Observe the instructions for small articles and liquids. Place shelves at the bottom of cabinet. Doors should be locked or taped shut.

## **6. BOOKCASES**

Remove all contents and place in packing cartons. Remove shelf tabs and place in envelope and pack in carton. Leave the shelves taped together, labeled and left in the bottom of the bookcase.

## **7. ARTWORK**

Large pictures and wall mounted bulletin/white boards must be labeled. Do not place labels directly on to the artwork. Liberty Moving will pad the artwork unless otherwise directed.

## **8. COMPUTERS/ IT EQUIPMENT**

- Laptops need to be moved by the employee normally responsible for that laptop.
- Back up and park your P.C. hard drive if applicable. Please take your back up disc with you.
- Remove toner from laser printers and fax machines. Place in tightly sealed bags.
- Label all equipment and accessories. (Do not place label directly on the CRT screen).
- Disconnect all cables. Place your keyboard in your keyboard bag, (if provided), along with your cables, mouse, mouse pads, speakers, etc. or tape your cables to your computer equipment. Seal your keyboard bag tightly and place a label on the outside.
- Copiers need to be prepped too. Call your service representative to check your warranty or service contract to make sure moving contractor is authorized.
- All ink and water must be drained from machines.
- Please consult your MIS department or owner's manual for specific directions with respect to moving your electronic and computer equipment.