

PREPARING FOR AN OFFICE RELOCATION

LABELS!

LABEL EVERYTHING...TWICE!

- ▶ Every item, from boxes and office furniture to area rugs and waste baskets should be labeled by both department and workstation.
- ▶ Use a distinct, **bright color** for each department.
- ▶ Desk floor mats often fit a specific workstation. Be sure to **label these mats** so they arrive at their corresponding workstation.
- ▶ For better flow and speed of delivery, area rugs should be unloaded first and placed before any office furniture is unloaded. Good planning and **clear labeling** will facilitate this.

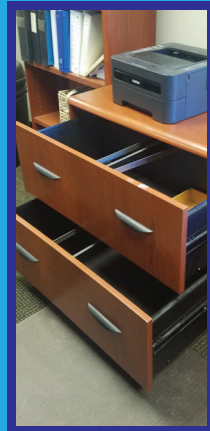


FILING CABINETS

- ▶ Most filing cabinets need to be emptied prior to the move.

The only exception: metal upright filing cabinets that are not being brought down or up a stairway (*ground floor to ground floor or handled via elevator*).

- ▶ All but one drawer in a lateral filing cabinet must be emptied, and preferably, all drawers are emptied for transport.



FILES

GOAL:

Ensure the fast and accurate return of files to the correct filing cabinet and department.

- ▶ Only use file boxes when packing files to ensure the files stay upright and in order. Keep the files in their proper order as you pack. Label each file box clearly: front, back, contents, department.



EMPTY THE BOOKSHELF

USE A BOOK BOX



Place books with the spine vertical, as they would sit on the shelf.

- ▶ Pack them in the order in which they sit on the shelf so you can unpack quickly. Protect books of value by wrapping them in packing material.
- ▶ Fill all boxes to the top (*using bubble wrap or packing paper*) so that they do not collapse when stacked. Label the box (*workstation and department*)!



DESKS

Empty all desks completely before Moving Day. Use sealable sandwich bags or gallon-sized kitchen storage bags to store staples and paper clips. Protect delicate/fragile items by wrapping them in packing material. Secure fragile items in a box, using packing paper to ensure that they do not move during transport.



- ▶ Pack all items on top of a desk. Carefully separate lamps into the base, shade, and harp. Wrap the prongs so they do not damage the shade, and place the base snugly into a labeled box. Wrap the harp and place it snugly in a labeled box with the shade.



Your moving crew will use an electronics cart like the one pictured here to transport desk workspace electronics. Disconnect each item and clearly label the cables for easy reconnection.



For your moving needs, contact
Camelot Moving & Storage
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