Office moving instructions for all moves done by college staff.

**Placement:**
Placement of your office furniture at the new location is done by NAME AND ROOM NUMBER. If more than one desk or file cabinet is to be located in the same room, clearly label each one and indicate clearly on the floor plan where each piece goes. Items not labeled will not be moved. Please label each piece if your desk has a return. It will be disassembled.

**Packing Cartons:**
1. Place label on either end, *not on top*, front or bottom. Please do not overpack. Containers must be stacked when moved.
2. The flaps/box must be closed.
3. Number cartons “1 of 3”, “2 of 5”, etc.
4. Do not pack heavy items in large boxes. It is helpful if you use boxes of uniform shape and size – the size of paper boxes is ideal. They should not weigh more than any average person can lift.

**Marking:**
Label each item with the building and the number of the room to be moved to. Include employee name. If an item must be dismantled to be moved, be sure to tag all parts. Example: Secretary desk with return.

**Desks:**
1. Your desk will be turned on end – pack all desk contents.
2. All articles from the surface on the desk should be packed in boxes. Items that do not fit into the boxes should be labeled and left on the desk. Example: computer equipment, etc.

**Vertical Filing Cabinets:**
These must be emptied. If the file has a lock for which you have a key, please lock it and keep the key. If you don’t have a key, please wrap tape around the lock so it can’t be accidentally locked while moving.

**Lateral Filing Cabinets:**
These must be emptied. Please lock drawers shut if possible.

**Bookcases:**
Contents should be removed and packed in cartons. If you can, remove shelves and pins. Stack shelves on bottom and pack pins in an envelope and put into one of your cartons.

**Large Metal Supply Cabinets:**
Remove contents and pack in cartons. Tag cartons to go with cabinet.

**Computers, Typewriters, phones, and other Machines:**
1. Contact the Help Desk in advance if you do not feel comfortable packing or setting up your own computer.
2. Back up all files before shutting down computer.
3. Please detach all cords and power hook-ups and place in a plastic bag or box.
4. Make sure that each piece is labeled – keyboard, monitor, etc.
5. Pack your phone to move with you.

**Miscellaneous:**
1. Don’t forget to tag plastic carpet mats, wastebaskets, etc.
2. Labels are more easily removed if one corner is folded under. If label may come off, please place a piece of scotch tape over label. Post-it notes fall off during transit. If you use post-its you need to tape them on.
3. Place labels for large pictures, whiteboards, etc. on front of frame.
4. Personal items – Please place all knick-knacks, small pictures, delicate items, or any other personal possessions in a box and take it home during the move; or personally hand carry it to your new office.