

## **MOVING INSTRUCTIONS**

- Adherence to these instructions will ensure a smooth and efficient move.
- At the new location, your furniture and cartons will be placed by name or number. It will be assumed that any item not labeled **WILL NOT** move. Please be sure to label every item to be moved; if items are too small to label, please place them in a carton.
- If anything needs to be disassembled to move, please be sure to label all parts. For example, a desk with a return, the desk AND return should each be labeled.
- Desks:
  1. Place label on top corner.
  2. Pack all contents of desks. Desks will be turned on end and placed on a dolly.
  3. Packed boxes should be labeled the same as the desk.
- Filing Cabinets:
  1. Place label on top drawer.
  2. Standard file cabinets larger than 3 drawers may leave bottom 2 drawers full.
  3. Lateral file cabinets larger than 3 drawers may leave bottom 2 drawers full. 2 and 3 drawer cabinets may be moved full.
  4. Cabinets bolted to wall must be unbolted prior to move.
- Bookcases:
  1. Place label on either side of bookcase.
  2. Bookcases bolted to walls must be unbolted prior to move.
- Supply Cabinets:
  1. Place label on front top corner.
  2. All cabinets must be emptied and boxes labeled same as cabinet.
- Computers, Printers & Copiers:
  1. Place label on front or top of machine, easily visible.
  2. All machines should be disconnected with cables and accessories packed in a box and labeled.
  3. Copiers should be serviced and ready to move.
  4. NOTE: Copiers under maintenance agreements, please contact vendor to make sure there are no restrictions.
- Boxes:
  1. Place label on SIDE of box, NOT ON TOP. Boxes will be stacked on dollies.

**IMPORTANT: EVERYTHING MUST BE LABELED IF IT IS TO BE MOVED.**

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