

PACKING

Containers will be available for packing to be performed by department personnel. Department heads will assign individuals to perform packing and will assign the times for this packing to be performed. When packing these containers, be careful not to have contents overflow the top of the carton. If necessary, use a second carton.

Desks and credenzas must be emptied before they are moved because they are upended on their side. Place small items such as pens, paper clips, etc. into an envelope and place the envelope into a moving carton. If the desk has a return, each section must have a label.



All employees' personal property such as coffee cups, desk clocks, photographs, etc. should be properly packed prior to moving and, if possible, moved by the employee himself. While we will exercise all possible care with these items, our liability covers only company-owned material.

We cannot move items that are under pressure, or explosive.

OFFICE MACHINES

1. Typewriters and other office machines will not be moved while attached to desks. It is important that if the machine is bolted to the desk, arrangements be made with building services to unbolt the machine prior to the moving date.
2. Computer bundles should have all of their electric cords detached, rolled up, and placed into a plastic bag. Each bag should be labeled with the employee's move number. Monitors should be labeled on the lower corner.
3. Dictating machines and supplies and other electronic attachments or equipment should be removed from machines and packed in packing containers.
4. All billing machines, printing and duplicating machines, and similar office equipment should be prepared for moving by the employee using them or by supplier personnel. The supplier should be advised of the move date so that servicing can also be arranged at destination.



FILING CABINETS - STANDARD

Standard vertical files must be unbolted prior to moving and follow blocks must be pulled tight to prevent the contents from shifting. Since these files will be moved on their backs, it is necessary to inspect each file drawer and remove any liquids or breakable items or items liable to cause damage to other contents or the cabinets themselves. Files should be locked if possible; keys numbered, and turned over to the individual responsible for file contents. If keys have been lost or locks are inoperable, sufficient tape should be wrapped around the locking button to prevent the button from accidentally being pushed in during the move.



FILING CABINETS - LATERAL

Lateral file cabinets with 3, 4 or 5 drawers can only have the bottom two drawers full.



SAFES

Safes will be moved in an upright position and should be locked. It will not be necessary to remove the contents from any equipment of this type. The only exceptions would be when elevator weight restrictions or clearances will necessitate removing the safe doors and/or contents.



STORAGE CABINETS

Contents of all storage cabinets must be removed and packed into packing containers prior to actual moving. If drawers of filing cabinets are at present used for supply storage, such supplies should also be removed and packed into containers.



BOOKCASES

Contents of all bookcases must be removed and packed into packing containers prior to actual moving. Bookcases with adjustable shelves should have the shelf pins removed and placed into a small bag. Once in the bag, the bag should be placed on top of the bookcase.



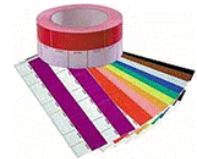
STEEL SHELVING

All contents of steel shelving must be packed in containers. If, because of size or construction, the shelving must be disassembled, the mover will perform this work as well as reassembly unless prior arrangements have been made.



LABELING

Labeling will be performed shortly before the move. Each individual must then check to be sure that all items relating to his or her workstation are properly prepared and labeled. These labels by color and number indicate floor, room, and exact placement in the new office. Typically, items not labeled will not be moved.



TELEPHONE WORK

Before any furniture is moved, the telephone company must be notified so that technicians can disconnect all telephone equipment from desks.



UNPACKING IN NEW QUARTERS

As soon as possible after arrival at new quarters, packing cartons containing items that will be unpacked by office personnel should be emptied and set aside for removal.

CODING AND LABELING INFORMATION

The pressure sensitive coding label, shown to the right, is the key to a highly developed method whereby every article to be moved can be quickly and exactly placed in the proper position in the new location.

The labels are color coded for individual floors, and the information inscribed upon them is coordinated with the master furnishings floor plan of the new location. When properly inscribed, each label will designate the exact floor area, zone, and position of each article to which it is affixed. A piece number is assigned for the principal item of each area, generally a desk, and the same number is used for each item associated with this piece.



Thus, all furniture, equipment, and packing cartons associated with the principal piece can be immediately placed according to the master plan of the new location. Similarly, a storage cabinet and its packed contents, or a bookcase with its separately packed contents, are so inscribed as to be placed as a unit upon arrival.

When furniture or equipment must be dismantled and reassembled during the move, each part of the assembly is assigned a letter in addition to its piece number. These individual letters indicate the position of each part to the assembly as a whole. Thus, each shelf of a sectional bookcase, for instance, is lettered with "A" for the bottom section and progressing through the alphabet with each additional shelf, with the top piece marked "TOP."

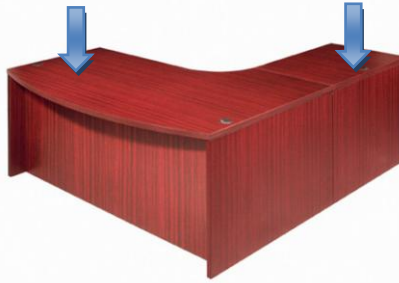
Items to be moved that are not specifically positioned on the master plan will be assigned a number corresponding to the nearest desk or other principal piece in the new location. Wall hangings, such as framed pictures, charts, and maps will be labeled and removed from wall. Unframed material should be rolled up and placed in hampers or cartons.

Items not to be moved will remain unlabeled, as ONLY labeled items will be moved. Labeling will be completed shortly before the move and each employee should check to make sure that all items with which he is associated are properly prepared and labeled. Any discrepancies should immediately be reported to the project manager.



BOXES

Labeling Guidelines



DESK

RETURN



CHAIR



FILING CABINETS



All cords, keyboard, mice, etc. in large plastic bag w label.
COMPUTER



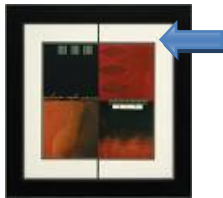
BOOKCASE



SOFA



STORAGE CABINET



**FRAMED
PICTURE**



PLASTIC CRATES



TABLE & LAMP