

Employee Office Packing And Information Instructions

Packing Instructions

Personal Items: Western Relocations Inc cannot be responsible for your personal possessions such as money, lighters, fountain pens, etc. For your own protection, we suggest you move these items on your own.

Cartons: Be sure that all cartons are properly assembled. See your supervisor for instructions. Western has special cartons for electronic equipment, bulk supplies, lamps and other breakables. If you require any special packing services, ask your supervisor to advise the move coordinator.

Desks & Credenzas: **Pack all contents.** This includes current work assignment papers, letter trays, books and files. Other small loose items pack them into envelopes and then pack the envelopes in cartons. Protect all glass with paper or other stuffing material. Leave glass tops and desk pads on top of your desk for Western to move.

Filing Cabinets: Standard upright file cabinets can be moved with contents intact only if moving from ground level to ground level. When moving any file cabinets upstairs or downstairs all contents must be emptied and packed. Tighten the follow blocks to secure the contents. The contents of lateral file cabinets must be emptied and packed in cartons. Western will supply both letter and legal size cartons designed for packing files. Any file cabinets that are gang bolted together should be unbolted prior to move day. Files will be moved in an upright position throughout the move and can be locked if unbolting is completed. **REMOVE KEYS!**

Supply or Storage Cabinets: Pack all contents in cartons. Cabinet doors should then be locked or tied.

Bookcases: Remove all books and other contents and pack in cartons. Stand books on end.

Coat Racks and Lockers: Pack all items and contents.

Office Machines: **DO NOT PACK.** Leave the machines on top of desks or stands. Typewriter carriages must be centered and all machines must be unfastened and disconnected. Pads and covers should be packed in cartons. Electric cords should be detached, rolled up and fastened to the machine with string, scotch tape or rubber bands.

Pictures, Maps and Bulletin Boards: Remove all from walls. Consolidate small pictures in a carton. Cushion with packing paper and place them on end, back to back, in the carton. Consolidate and pack together all large pictures, etc., located in one room. Western will see that these items are packed properly.

Special Equipment: Professional servicing may be required for data processing and copier equipment. Please check with the manufacturer's service department for move preparation requirements. All equipment containing liquid must be drained prior to the above.

Plants: Western cannot be responsible for safe transportation of plants. Employees should arrange other methods of transportation.

Odds and Ends: *Be sure all loose items such as desk clocks, calendars, bookends, etc are packed in cartons. Leave oversized items (lamps, desk pads, etc) for the movers to handle.*

Consolidate: *Consolidate your office belongings with those of other employees being relocated in the immediate area at the new location. This will help conserve carton space.*

Carton Stacking: *Please do not stack full cartons on top of furniture. The movers will remove furniture first; try to keep pathways as clear as possible.*

IMPORTANT: ALL PACKING SHOULD BE COMPLETED PRIOR TO THE START OF THE ACTUAL MOVE.

ONLY PERSONNEL DIRECTLY INVOLVED WITH THE MOVE SHOULD BE PRESENT DURING THE COURSE OF THE MOVE.

Coding and Tagging Procedures

Color-Coded Moving Labels: Western Relocations Inc has coordinated a color-coded labeling system to assure the proper placement of furniture at the new location. The new offices have been divided into designated color zones by department. Within the color zones, each individual work area has been assigned a number. Within these individual work areas each piece has been assigned an alphabetic letter. Your Move Coordinator has assigned any employee who will be responsible for all labeling. It is critical that the tagging procedure is carefully followed to facilitate a smooth and uneventful relocation.

Items Not to be Moved: Only tagged items will be moved. If an item is not tagged with a label, the movers will leave it behind.

Special Types of Furniture: Items such as L-shaped desks and conference tables will need to be dismantled. Be certain that all parts of the dismantled furniture have the same tag color and code information.

Preparation of New Location: Your new offices must be well marked to assure proper furniture placement. Clearly label each work with the assigned number and color code. Place several coded floor plans in clear view near the entrance doors.

Tag Placement: Please place tags in a uniform manner. Consistency in placement of tags will assist the mover in quickly and efficiently placing your furniture and equipment in the proper locations at destination. To make removal of the tags easier, fold the corner of each tag prior to placement on furniture.

After the Move

Your first concern will be to get unpacked and back to a normal operating routine as quickly as possible. As soon as you have completed unpacking, break cartons down and place them in a central area as designated by your Move Coordinator.