



OFFICE RELOCATION – MOVING TIPS

1. ORGANIZE

- A. Several days prior to the actual move date, a moving vendor will deliver plastic totes (in lieu of cardboard boxes) to be used for packing your items. Each tote is to be packed tightly to prevent damage due to shifting
- B. Before packing, purge unnecessary supplies and files that you won't need in your new location.

2. GETTING READY

- A. Moving small plants, and other personnel items that will not fit into a plastic tote is the responsibility of the employee.
- B. Remove ink and other liquid from drawers and place in plastic moving totes. For additional protection, place liquids in a plastic bag and seal. Pack liquids in an upright position.
- C. Glassware and breakable objects should be wrapped with paper or newsprint to prevent breakage and packed securely in a plastic tote to prevent breakage.
- D. Small articles such as pencils, scissors, paper clips, erasers and rubber bands should be placed in sealed envelopes that are then packed into totes.

3. DESKS, CREDENZAS AND TABLES

- A. These items will be moved on end and so precautionary measures are required. To prevent the contents of the desk from becoming disarranged, remove all contents and place in totes. Lock drawers if able. Glass desk tops, desk pads and chair mats must bear the same identification label as the desks/chairs to which they belong.



4. FILE CABINETS

- A. Vertical file cabinets will be moved with the contents intact. The sliding glide at the back of each drawer should be moved tightly against the files.
- B. Lock your vertical file cabinets if you have the keys. If you don't have a key, the cylinder lock on the files should be taped open to prevent inadvertent locking.
- C. Lateral file cabinets drawers must be emptied above the bottom two drawers (bottom drawer contents can remain intact). Lateral files with only two drawers must be emptied completely.

5. SUPPLY CABINETS

- A. Remove all contents and place in plastic totes. Doors should be locked or taped shut.

6. BOOKCASES

- A. Remove all contents and place in plastic totes.

7. COMPUTERS/OFFICE MACHINE RELOCATION

- A. Laptops and desktop computers can be placed in plastic totes and moved by the moving vendor.
- B. Label all equipment and accessories. (Do not place label directly on monitor screen).
- C. An OIT technician will disconnect all cables if needed. Otherwise, employees can do so. Place keyboard, mouse and cables in a plastic tote and label it with the destination room.
- D. Copiers must be moved by the service company to prevent voiding the contract warranty. Contact your service representative to make arrangements.

8. UNPACKING

- A. As you unpack your items, stack the empty totes in a secure area. You will have several days to unpack before the moving vendor returns to pick up all the plastic totes.

An OIT technician will assist with IT equipment set-up at your new location.

End of document