



## Employee Move Instructions

**Employee Name:**

**Move Number:**

**Label Color:**

**Office Number (if applicable):**

### Packing Instructions:

1. **Desks & Workstations** - The contents of your desk or workstation should be packed with loose items (paper clips, pencils, White Out, etc.) placed in plastic baggies.
2. **File Cabinets** - Talk to the Corporate Moves representative to determine if the file cabinets can stay full or need to be packed for moving. Vertical files can generally remain full. Lateral files generally need to have all of the top drawers packed as the weight of the cabinets can cause overturning. Cabinets that are bolted together must be dismantled prior to the move day. If the file cabinets are going to be assigned to a different employee, all of the contents of the file cabinet(s) should be packed.
3. **Bookcases** - All contents should be removed and placed in properly labeled cartons.
4. **Small Office Machines** - Group together as many items as possible to be placed in carton(s) together (i.e., calculators, radios, electric pencil sharpeners, etc.)
5. **Packing Cartons** - It is imperative that cartons are not over packed and the tops can close for easy stacking. Be sure to double-check that all cartons are labeled correctly with the employee name, move number and assigned label color.

### Labeling Instructions:

1. **Label Placement** - Labels should be placed, when appropriate, on the top right hand corner of furniture and equipment for easy viewing. For desk chairs, the label should be placed on the right-hand of the arm. For armless chairs, the inside of the back over the upholstery is appropriate. Cartons should be labeled on the end caps of the carton towards the top.
2. **Items with Multiple Pieces** - Be sure to label each individual piece of an item to ensure that no pieces are misplaced. For example, a desk-top computer will require labels for the monitor, CPU, printer, scanner and connecting cords.
3. **Appropriate Labels** - Make sure that you are utilizing the proper color labels for your items.
4. **Overlooked Items** - Don't forget about floor mats, waste cans, artwork, fax machines, etc. when packing and labeling your items.
5. **Label Everything** - Corporate Moves will only move items that are labeled as it is assumed that only labeled items are to be relocated. Walk through all rooms and verify that all items are labeled correctly and have co-workers assist you.

\* **Additional Items:** Items that are fragile (artwork), require special care (plants) or are personally meaningful (children's artwork, special desk items, plaques, trophies, etc.) should be moved by each individual. Be sure to consult with your IT Coordinator or the IT Specialists from Corporate Moves before moving your computer. Proper procedures for dismantling computer equipment should be adhered to before this equipment can be packed and moved.