

General Information in Preparation for the "Move"

1. **Supervisors:**
It is your responsibility to have your staff follow the instructions in the Office Moving Guide. Be sure all employees in your department or section receive an Office Moving Guide. Personnel will be functioning in the new offices on a normal basis immediately after reporting to work, if the move is properly preplanned.
2. **Employees:**
You will be responsible for your own packing before the actual move. Follow the instructions in the Office Moving Guide. They will be of assistance to you, not only before the move, but when you unpack at the new office.

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.

Packing Instructions

1. **Personal Items:**
The mover cannot be responsible for your personal possessions, such as legal papers, money, lighters, fountain pens, etc. For your own protection, we suggest you move these items privately. If you need special containers, ask your Move Consultant.
2. **Cartons:**
Be sure all cartons are properly assembled. Leave a two inch space at the top of each carton. The mover has special cartons and boxes available for electronic equipment, libraries, bulk supplies, lamps, and other breakables. If you require special boxes or packing services, ask your supervisor to advise the Move Consultant.
3. **Desks:**
Pack all contents. This includes current working papers, letter trays, books and other desk items.

Seal paper clips, pencils and all other loose materials in envelopes and then pack them in cartons. Protect all glass receptacles with paper or other stuffing. Leave glass tops and pads on top of desk for the mover.
4. **Filing Cabinets:**
Move with contents intact. Tighten the internal drawer plate in each drawer to hold contents in place.
5. **Security Files:**
All files should be locked prior to moving. If security regulations necessitate escorts, advise the Move Consultant and he will make arrangements with the mover. Security files may then be consolidated and moved on one or more vans as required.
6. **Supply or Storage Cabinets:**
Pack all contents in cartons. Cabinet doors should then be locked or tied.

7. **Book Cases:**
Remove all books and pack in cartons.
9. **Office Machines:**
Do Not Pack These Machines!
Leave the machines on top of their desk or stand. Typewriter carriages must be centered and all machines must be unfastened and disconnected. Pads and covers for machines should be placed in a carton. Mover will give particular attention to all these units.
10. **Keys:**
Where locks and keys are available for any items being moved, keys should be wire tagged and coded to the locks they fit and packed in a safe place.
11. **Pictures, Maps, & Bulletin Boards:**
If secured, remove these items from the wall. Tag each piece according to Tagging Instructions; place them on end, back to back in carton. If the item does not fit in a carton, lean it against the wall and the mover will take it from there. Consolidate small pictures in cartons. Cushion with packing material, i.e. newspaper.
12. **Special Equipment:**
Professional servicing may be required for Xerox, IBM or other data processing equipment. This service is available from either the mover or the manufacturer's service department. If you require electricians, plumbers or machinists, the Supervisor should advise the Move Consultant well before the moving date.

All equipment containing liquid must be drained prior to the move.
13. **Plants (live or artificial):**
Since the mover is not responsible for the safe transport of plants, employees must arrange for other methods of transportation.
14. **Miscellaneous:**
Desk letter trays - Empty papers and pack in correctly marked cartons.
Cardex Files - Keep rods and file guards tightly drawn. Bind loose cards together with rubber bands in batches of about 150 and pack in cartons.
Furniture Casters - Remove loose casters and pack in cartons.
Odds & Ends - Pack desk clocks, calendars, rubber stamps, bookends, etc. in cartons or if special packing is required, notify Move Consultant in advance.
Employees Consolidating - Consolidate your office belongings with those of other employees being located in your immediate area at the new location. This will help conserve carton space.
Electronic and Telephone Service Equipment - Utility servicemen will have been notified in advance of the move. Remember, telephone servicemen are required to disconnect phones secured to desks.

Tagging & Marking

1. **Moving Labels:**
Assorted colors are available from your Bisson Move Consultant for your tagging requirements. Obtain your specific color code assignments for floor, room, number, etc. from your Move Consultant. Carefully print your identification code in large letters with a dark crayon or magic marker before placing tags on items to eliminate damage.
2. **"Do No Move":**
If items are not to be moved or if equipment and furniture are to be discarded, be sure to tag them with "Do Not Move" labels. This will eliminate unnecessary expense.
3. **Special Types of Furniture:**
Such as "L" desks and conference tables may need to be dismantled. If so, be certain all sections of the pieces of furniture dismantled have the same tag color and code information.
4. **Arrows:**
Pressure sensitive arrows point to the direction in which an object is to be located in the new quarters. these removable arrows are color coordinated with the moving labels, and may be applied to floors, walls, ceilings, etc.

Check List

- q Desk empty?
- q Supply cabinets cleared?
- q File drawers locked?
- q Wall items taken down?
- q Breakable items properly packed?
- q Typewriter carriages centered?
- q Typewriters and other machines disconnected?
- q "Do Not Move" tags placed?
- q Liquids drained from equipment?
- q Loose casters removed?
- q Desk pads and chair pads tagged?

Now take another look around...

- q Everything tagged and marked?
- q Condition of furniture and equipment carefully checked?

After the Move

1. **Your First Concern:**
Your first concern will be to get unpacked and back to a normal operating routine as quickly as possible.
2. **After Unpacking:**
As soon as you have completed unpacking, break the cartons down and place them in a central area for removal from the offices.
3. **Damage Claims:**
Although the mover will exercise extreme care, some damage may still occur. Prior to establishing a claim, the employee, the supervisor or the move consultant must be familiar with the condition of the furniture or equipment to know if damage occurred during moving. If damage has occurred, a report should be completed and given to the move consultant within three days.