

Office Packing Guide

MOVING INSTRUCTIONS:

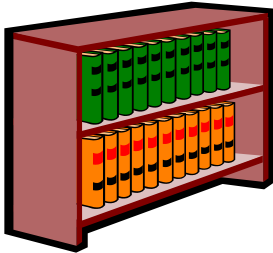
Completion of the following points -- AS THEY APPLY TO YOUR MOVE -- is essential in the performance of a safe and efficient move. Your help is certainly appreciated by all concerned.

- 1) *PERSONAL ITEMS ARE THE EMPLOYEE'S RESPONSIBILITY.* For your own protection, we suggest that you pack and move these items yourself. This includes plants!
- 2) Please leave your phones behind. OIT will be providing you with a new phone at your new location.
- 3) All typewriters, data equipment or general office equipment should have the power cords unplugged and coiled, and should be ready for transport. *Prestige will not unplug or disconnect any items.* If the items are not ready for transport, they will be left behind.
- 4) Pack all loose items that are on or in coat racks, storage cabinets, panels, bookcases and bulletin boards. Remove any wall hangings at or around your desk.
- 5) *Place coded labels on every item that you wish to have moved.*
This includes floor mats, chairs, typewriters and wastebaskets. Please place the color-coded labels in visible positions. Boxes should be labeled on each of their shorter ends; Totes/Security Bins should be labeled on their label panel.

SUGGESTIONS AS YOU PACK...:



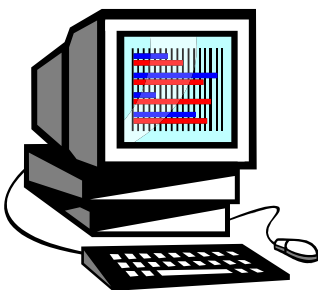
PERSONAL ITEMS ARE THE EMPLOYEE'S RESPONSIBILITY! You are welcome to use the boxes provided to pack your personal items. When packing, stand frames on edge in the carton. Label cartons clearly for easy identification, then carry these irreplaceable items with you to destination.



Books should be packed on edge, *alternating bound edge to open edge*. Pack books of the same general size together. Expensively bound volumes or those of special value should be individually wrapped before packing. If you are taking the bookshelf that the books are on, be sure to label it!



CD's and videotapes should never be stacked flat--***always on edge***. Place a layer of paper beneath them, an support both ends with a hard-back book or other similar item. Clearly label the box as fragile.



Shut down & disconnect your computer. Place a label on each piece of equipment after you disconnect it (i.e. monitor & CPU). Two accessory bags will be provided for each computer. The first will be used for you to pack all your cables, your mouse, cords, etc. A second bag will be provided to cover your hard-drive tower. Please make sure you put a label on the outside of your accessory bags so they will move with your computer.

PACKING:

The bulk of your packing supplies are already on site and ready for distribution. In addition, Prestige will be delivering anti-static plastic bags and color-coded labels for your use. Contact your move coordinator to locate these packing materials.

- The size of the “Book Box” used in office relocation automatically limits the box’s weight capacity to approximately 50 pounds. If you are using boxes from within your office space, limit cartons when possible to a maximum weight of 50 pounds to make handling easier. Use boxes that can be closed.
- Pack the contents of all shelves, drawers, lateral files & storage cabinets.
- Start with infrequently used items. Build up in layers, with heaviest items on the bottom and lightest on top.
- Make sure your boxes are packed firmly in order to keep their contents from shifting during the move. Avoid overloading the carton, but aim for a firm pack; the cover should close easily without forcing, but should not bend inward.
- As you pack, be sure no sharp points, edges or rims are left uncovered. Wind electrical cords, and “plug” each end into the other so the prongs do not suffer or cause damage.
- Record the contents of each box in a personal inventory corresponding to your labels.
- Typewriters need to have carriages centered before they are moved.
- Any liquid contents must be properly packed and fully identified on the outside of the box. *Please fill out the ‘Special Needs’ form at the back of this packet for any liquid items that need to be moved.*

LABELING:

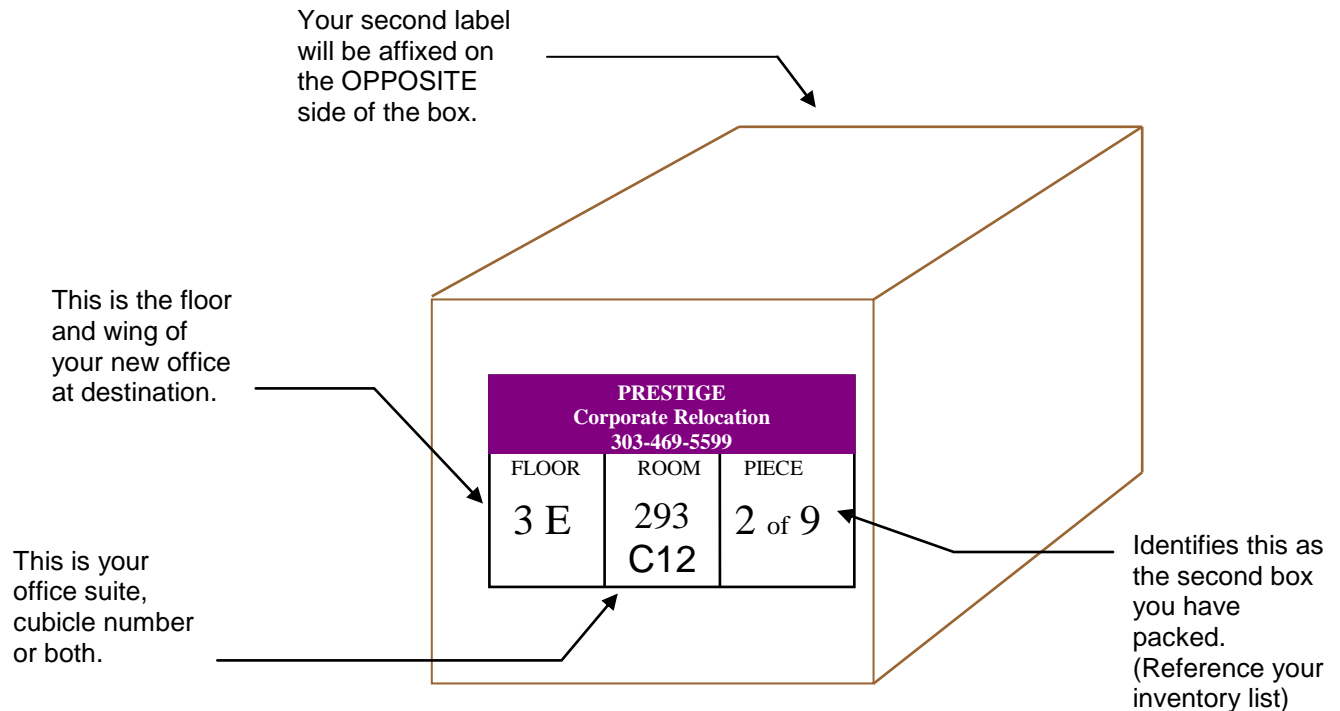
When preparing your boxes or totes to be moved, labeling is a must. Labels will be color-coded by your destination. It is important that you DO NOT affix a label to the top or bottom of the box, as the labels will be useless when the boxes are stacked.

Please use two labels per box, placing one on each of the shorter ends.

Be sure to label each box/tote according to its desired destination.

FILLING OUT THE LABEL:

- ⇒ **Floor:** Indicating the **destination** floor (and wing, if applicable).
- ⇒ **Room:** This can be either a Room number or a Cubicle number, or both as applicable.
- ⇒ **Piece:** The box number, corresponding to your personal inventory.
- ⇒ **Name:** To help eliminate confusion, we ask that you write your last name over the colored portion of the label.



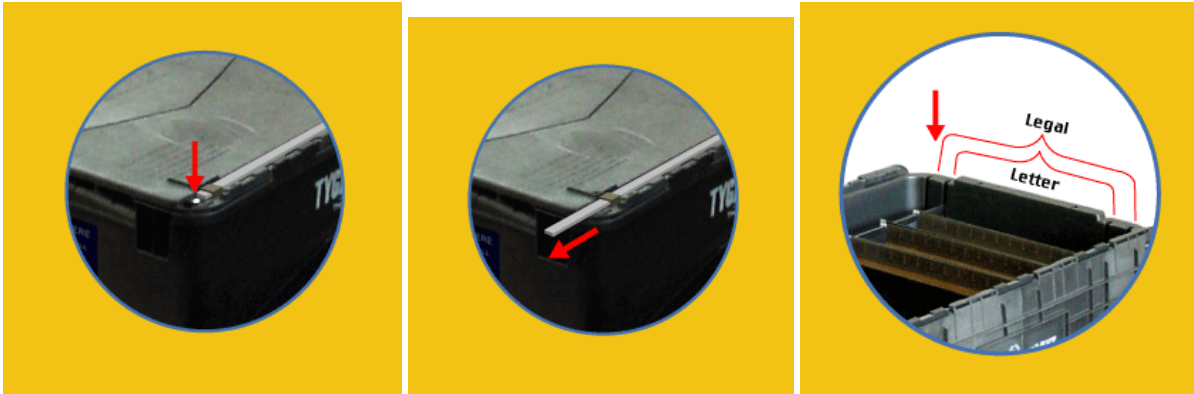
PACKING TO SECURITY BINS:



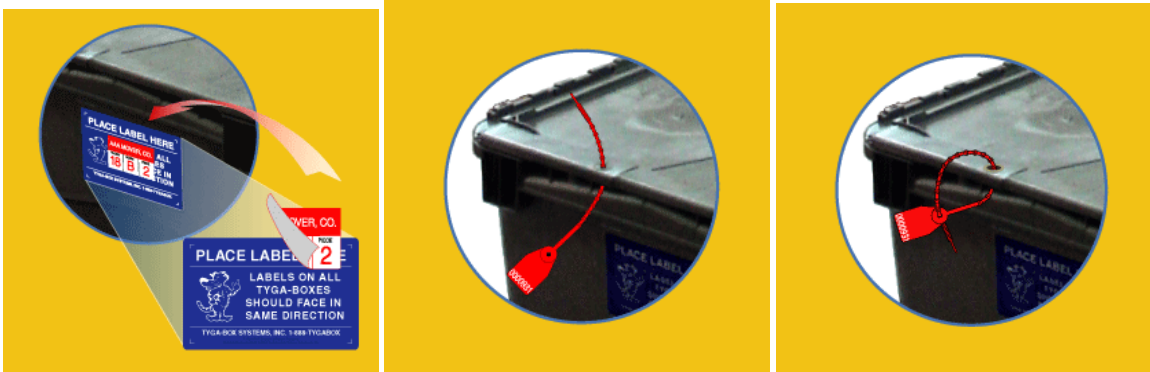
(1) Always begin with a set of wheels and an empty bin. Place the bin securely on the dolly, then (2) begin packing directly to the bin. Once the first bin has been filled, (3) close the lid and (4) place a second *empty* bin on top of the first to continue your packing. Do not stack more than four-bins high.



ADJUSTING FOR FILE SIZE



Push down on the File Rail Button to release the rail. Begin by pushing the rail out from the back, then pulling from the front once the end has cleared the bin. Finally, insert the rail into the appropriate slot for the file size you want to pack.



Please label the security bins on the Blue panel provided for this purpose. *If you need to secure your files, (legal, HR, Privacy Act)* please insert your security tie through the hole in the lid and lock it into place.

RETURNING THE EQUIPMENT



Refill your file cabinets directly from the security bins.

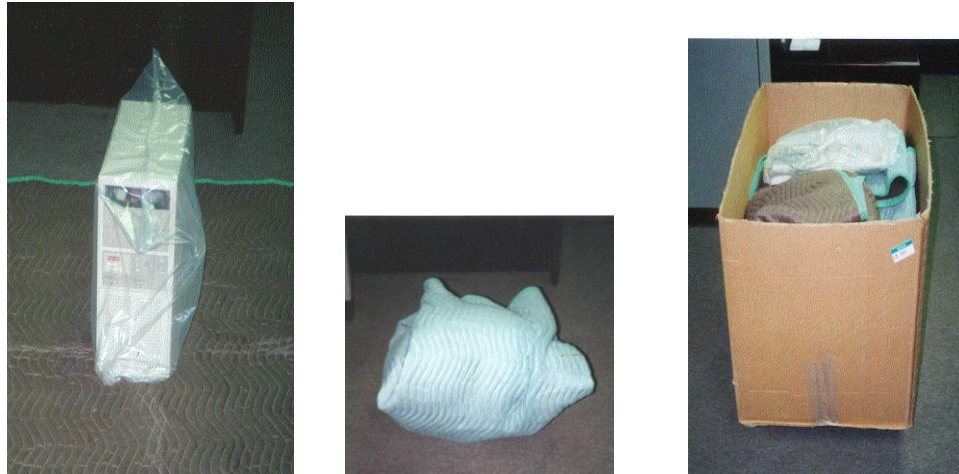
Please remove your move label, and replace the file rods.

Finally, please unpack in a timely manner so the equipment can be returned as quickly as possible.



COMPUTER RELOCATING PROCESS:

Computers are handled in a very specific manner. Unlike the majority of moving companies, Prestige does not use machine carts to relocate computers. Instead, monitors will be pad-wrapped and placed into “SpeedPaks” (38”x27”x30” **triple-corrugated cardboard boxes**). CPU’s will be placed in over-sized plastic bags (to eliminate any dust from the blanket pads contaminating the hard-drive), then pad-wrapped and placed into the same SpeedPak as the corresponding monitor. Individual sets of accessories (mouse and pad, keyboard, cables, etc.) will be placed into clear, plastic bags and added to these packs. Once the pieces are combined, they will be moved as a unit to destination.



This method of moving computers is much safer for both the computer and the origin and destination buildings. The triple corrugated box ensures that no damage can be done to the walls as the speedpaks are maneuvered through the halls to destination.

Computers will be the first items to be moved. A specialized computer team will be designated for the sole purpose of transporting computers.

EMPLOYEE MOVE CHECKLIST:

- ☐ DESK EMPTY?
- ☐ SUPPLY CABINETS CLEARED?
- ☐ LATERAL FILES AND BOOKCASES PACKED?
- ☐ WALL HANGINGS TAKEN DOWN?
- ☐ TYPEWRITER CARRIAGES CENTERED?
- ☐ COMPUTERS AND OTHER MACHINES DISCONNECTED AND PREPARED?
- ☐ LIQUIDS/POWDERS DRAINED FROM EQUIPMENT?
- ☐ PERSONAL ITEMS TAKEN HOME?

Now, take another look around....

- ☐ EVERYTHING TAGGED?

PERSONAL INVENTORY SHEET

Origin Cube: _____ Destination Cube: _____

Employee Name: _____

Move Coordinator: _____

Move Coordinator's Cube: _____

Reconfiguration Date: _____

Occupation Date: _____

Pre-Move Checklist: filled-in by customer; checked by Prestige Move Team Lead

Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boxes (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical File (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Desk Chair (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lateral File (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guest Chair (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Book Case (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Mat (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash Cans (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer & Accessories (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glass Tops (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Checked By: _____ Date: ____/____/____

Post-Move Checklist: filled-in by Prestige Move Team; left for customer's reference.

Yes	No	N/A		Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boxes (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vertical File (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Desk Chair (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lateral File (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Guest Chair (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Book Case (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor Mat (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Trash Cans (#____)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Computer & Accessories (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Glass Tops (#____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other _____

Checked By: _____ Date: ____/____/____

SPECIAL NEEDS / PROBLEM IDENTIFICATION FORM

Please use this form to make a Prestige representative aware of either a special need prior to your move date, or any type of problem encountered after your move date.

Top portion to be filled out by customer employee or Move Coordinator. Please fill out a separate form for each identified problem or concern.

Date Reported: _____ Employee Name: _____

Employee Phone #: _____ Move Group: _____

Office/Cube Number: _____ Move Coordinator: _____

Description: _____

This portion to be completed by Prestige

Assigned to: _____

Progress/Results: _____

Please return this form to Prestige or your Move Coordinator when complete.