**OFFICE MOVING INSTRUCTIONS:**

**DO:**

1. Pack everything you want moved into crates/boxes. (Make sure the crate can be closed.)
2. Empty and pack contents of all furniture (storage cabinets, cubicle file storage, and overhead bins).
3. Label (for easier removal of labels, fold under one corner before sticking): all crates/boxes on the sides not top, every item that you want moved into the new building by the movers, your waste cans, chair mats, keyboards, mice, cpu’s, monitors, docking stations, and printers (make sure all ink cartridges are removed prior to move).
4. Make sure your new office/cubicle number is on all of your labels.

**DO NOT:**

1. Label your personal items; glass, artwork, or plants. Neither Wayne State nor the moving company are insured for these items, so please move them on your own.
2. Leave boxes open or overstuff them.
3. Pack your telephone.
4. Pack your laptop. These need to be moved by your employees.

**LABELING:**

Be sure to label each and every item that is getting moved to your new location! Furniture, P.C.’s, boxes, typewriters, pictures, and white boards should all have moving labels (supplied to you by your move coordinator), affixed with the appropriate office or cubicle number on them. Make sure that you are using the correct color label, since there may be several colors being utilized. Only one label per box/item is needed.

**LABEL PLACEMENT:**

Affix all labels in the provided space designated on the box. On furniture items place labels on top right surface of desks, bookcases, credenzas, reference tables, end tables; use the front right corner of file cabinets, and tops of P.C.’s or typewriters. (Do not place labels on monitor screens.)

For chairs and sofas, place the label on the leg or base, as the adhesive will not stick to the upholstery. Some items with porous or rough surfaces will require a piece of scotch tape across the label to ensure that the label does not peel off. For odd sized items, place a label in a visible area.

Place the labels onto furniture, equipment, and other items as close to moving day as possible and remove all labels immediately after unpacking. If there is any difficulty removing labels, a small amount of soap and water will help.

**PACKING INSTRUCTIONS:**

The crates that will be used do not require tape. They are stacked on dollies (4 crates to 1 dollie) when moved, so be sure crates are not overfilled. Start by placing an empty crate on the floor out of the way, fill the crate, close it, and place the next crate on top. Do not stack over 3 crates high with the heaviest items on the bottom.

Desks will be stood on end when moved, they should be completely emptied. If you have a return attached to your desk, put a label on the desk and on the return. The movers will disassemble and reassemble the return during the move.

All contents of bookcases must be packed into cartons. Vertical (narrow) file cabinets do not require packing. Be sure that all pressure plates are moved forward so contents will be secured when moving. Lateral (wide) file cabinets must be packed into cartons. Their metal frames bend or twist if files are left in them during a move. Label cartons packed with file cabinet contents with the same number as the file cabinet, indicating which drawer each carton belongs to.

**IMPORTANT:**

All crates and dollies must be returned. Unreturned crates are a $30.00 charge and dollies are a $52.00 charge. Also, the office manager needs to contact the person that services the elevator at origin and destination and have them on standby on the day of the move in case there would be a malfunction.

**LABEL EXAMPLE:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|   | Stevens Worldwide Van Lines |   |   | Stevens Worldwide Van Lines |   |
| Floor 2nd | Room 222 | Piece 6/12 | Floor 1st | Room 115 | Piece 19/33 |