

Move Preparation for Employees

There are many things you can do to help make your office move run more smoothly and efficiently. Here are some tips that will make moving day a little easier on you!

Packing

Everyone is responsible to pack his or her own area. Each department or line of business will also need to pack all common area files associated with them.

- Pack all desks, returns, credenzas, bookcases, file cabinets, etc. Everything must be removed from lateral files, desk drawers and cabinets and packed.
- Use crates properly – *See the Hassett Stak-N-Store Information Sheet*
- Make sure crates can close completely.
- If items are already in a box, they don't need to be packed. Just put a label on it!
- Throw out all materials from desks, cabinets, files, etc. that are not needed. Anything left inside drawers or cabinets will be discarded.
- Unlock all file cabinets and tape keys inside the TOP DRAWER.
- Be completely packed prior to the movers arriving.
- Movers will be on-site to answer questions and to assist in packing if needed.

Labeling

The floor plan of your new workspace is coded with room/workstation numbers. Label your items to correspond to the numbers in the space you are moving to.

- Double check to make sure all furniture, desks, files, cabinets, floor mats, crates and all your computer components are labeled properly with the correct number on it. (All items that are *not* labeled will *not* be moved)
- Place the labels where they are visible.
- Have everything labeled prior to the movers arriving for the move.

Computers

Do not disconnect any of the components associated with your computer – keyboard, mouse, speakers, printers, etc. There is a group handling this aspect.

- Do *not* pack any computer equipment.
- Plastic bags for computer components and wiring will be provided and will also need to be labeled.
- Label your monitor, CPU, and keyboard with a moving label and corresponding number on the top of each unit.

Any questions, please do not hesitate to ask!!!