

PREFACE

The following information and instructions contained in this Guide have been prepared to make the packing and moving easier for our employees and to reduce unnecessary delays for the moving company selected. Following these instructions will help for a smooth and efficient transfer to our new location.

I

General Information In preparation for the "move"

1. SUPERVISORS:

It is your responsibility to have your staff follow these instructions.

Be sure that all employees in your department or section receive this 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 contained in this booklet. They will be of assistance to you, not only before the move, but when you unpack at the new offices.

All Packing Should Be Completed Prior To The Start Of The Actual Move.

IMPORTANT:

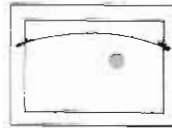
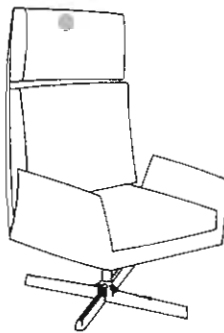
ONLY PERSONNEL DIRECTLY
INVOLVED WITH THE MOVE
SHOULD BE PRESENT
DURING THE COURSE
OF THE MOVE.

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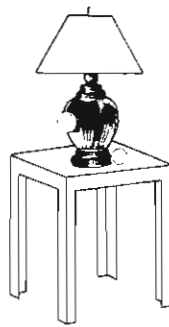
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EXECUTIVE OFFICE FURNITURE

CHAIR



PICTURES

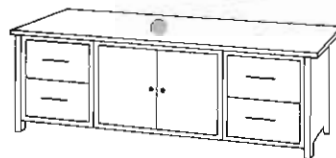


LAMP AND TABLE

COAT RACK



CREDENZA

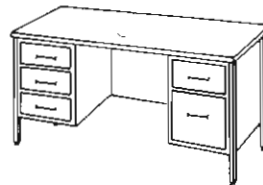


CHAIR



SOFA

DESK



* TAG PLACEMENT
NOT APPLICABLE ON
LEATHER FURNITURE.

● TAG PLACEMENT

PACKING INSTRUCTIONS

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.

IMPORTANT:

ALL EQUIPMENT CONTAINING LIQUID
MUST BE DRAINED PRIOR TO MOVE.

13. PLANTS (LIVE OR ARTIFICIAL)

Since the mover is not responsible for the safe transportation 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 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 this move. Remember, telephone servicemen are required to disconnect phones secured to desks.

TAGGING/ MARKING

III

1. MOVING LABELS

Assorted colors are available for your tagging requirements. (See illustrations.) Obtain your specific 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 NOT 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 that all sections of the pieces of furniture dismantled have the same tag color and code information.

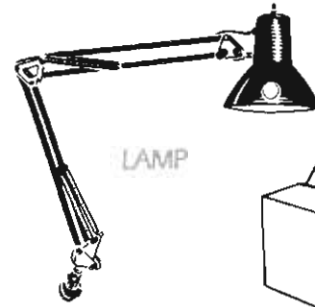
4. TAG PLACEMENT

Please follow the illustrations on the following pages in order to place coded tags in a uniform manner. The mover requires this uniformity to quickly and efficiently replace your furniture and equipment in the new location.

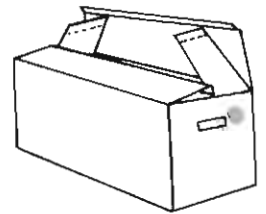
5. ARROWS

These 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.

OFFICE EQUIPMENT



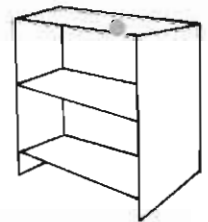
* TAG PLACEMENT
NOT APPLICABLE ON
LEATHER FURNITURE



OFFICE MOVING CARTON



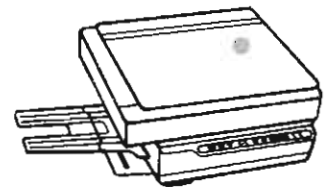
CHAIR



BOOKCASE



DESK



XEROX MACHINE



COAT TREE

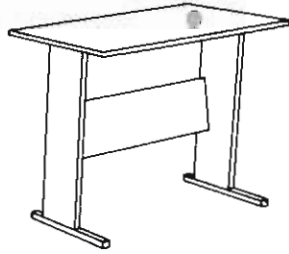


CHAIR

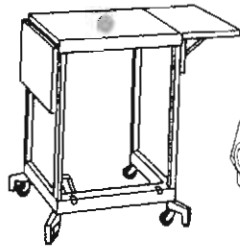
● TAG PLACEMENT

OFFICE EQUIPMENT

COMPUTER STAND



COMPUTER

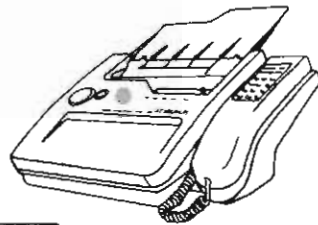


TYPEWRITER

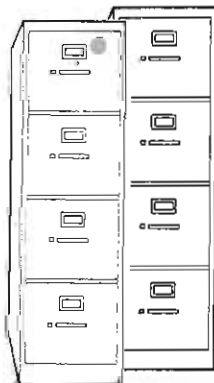
TYPEWRITER DESK



TELEPHONE



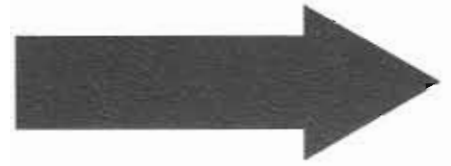
FAX MACHINE



FILE CABINETS



TAGGING/ MARKING



ARROWS

Color coordinated with moving labels

FLOOR	ROOM	PIECE

SAMPLE OF MOVING LABEL

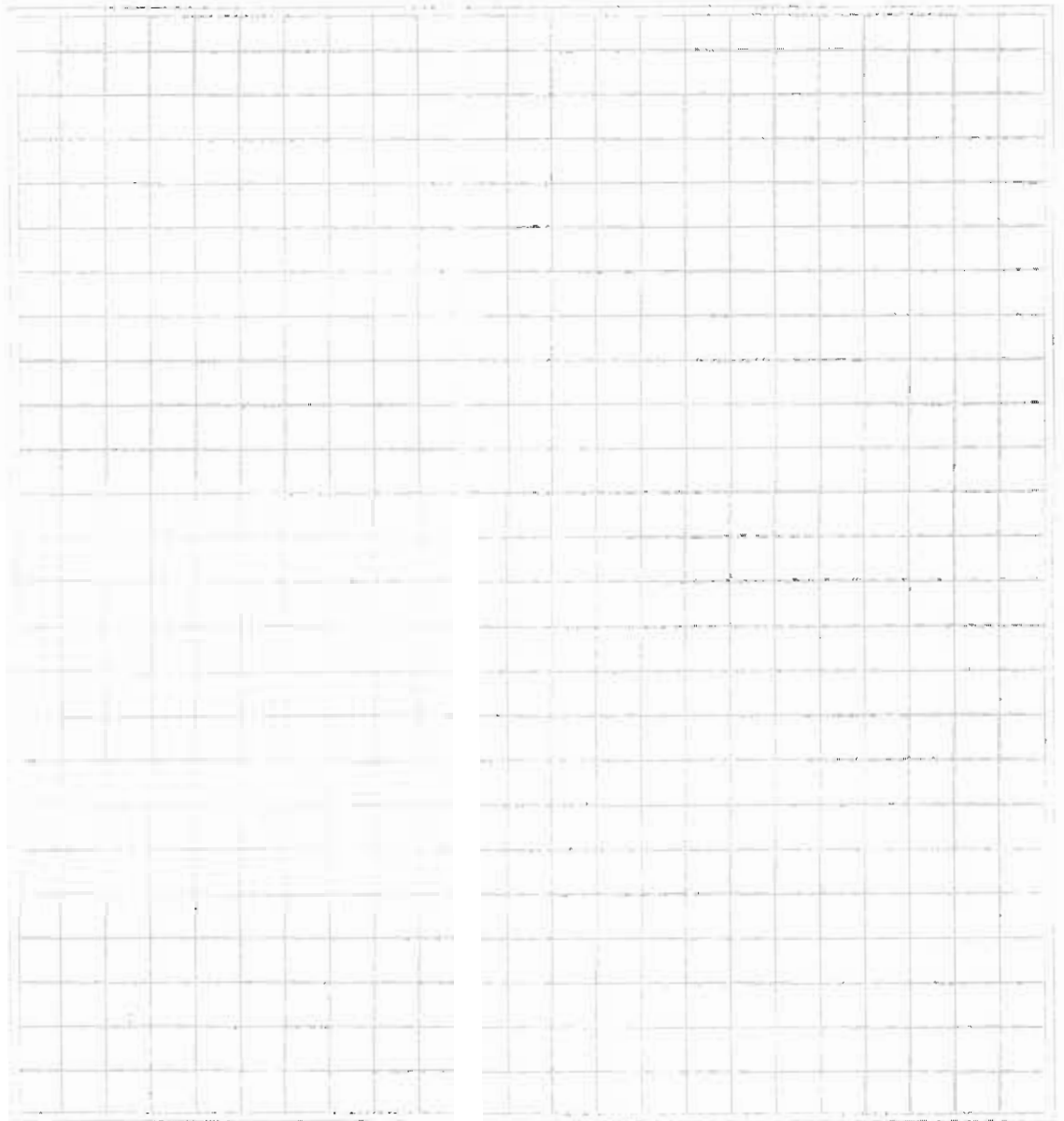
Available in one or more colors



"DO NOT MOVE" STICKER

Use only for items not to be moved or furniture and equipment to be discarded.

OFFICE PLANNING



Use the above graph to pre-plan placement of your furniture and equipment in the new office. This will avoid confusion and delay in setting up your new quarters. A scale of 1/2 ft. or 6" to each graph square is adequate for most individual office or work area requirements. If your area needs are greater, use a scale of 1 ft. to each square. Be sure to indicate doors, columns, and other obstructions that could affect placement of furniture and equipment.