



## Office Moving Instructions

_____ EMPLOYEE NAME
_____ LABEL COLOR TO USE
_____ ROOM / AREA

### Labeling

Your move supervisor will supply you with **SERVICE WEST LABELS**. Use them to label each and every item that is moving to your new location. **That means everything!** Furniture, PCs, totes, typewriters, pictures, whiteboards and plants should all have **SERVICE WEST LABELS** affixed to them.

The move supervisor will assign your room number or area number within the new location. Write this information legibly on every label.

Make sure you are using the correct color label, since there may be several colors being utilized to speed the move process.

### Label Placement

Affix each label where the movers can easily view it. Examples: Top right surface of desks, bookcases, credenzas and tables; front right corner of file cabinets; top of PC case or typewriter; either end of totes. **Do not** place labels on glass screens of terminals or PCs.

For chairs and sofas, place the label on the leg or base as the label 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 during the move process.

Place your labels onto furniture, equipment and contents as close to moving day as practical and remove all labels immediately after unpacking. If you have difficulty removing labels, a small amount of soap and water will make the job easier.

### Packing Instructions

All totes are stacked on dollies during moving, so be sure that the tops of the totes are closed and flat. **The totes do not require sealing tape.** Simply pull at the sides of the flattened tote and the tote will be set up ready for packing. When you're done packing, just fold in the flaps on the top of the tote to utilize the built-in locking feature.

Place the color-coded label on the end of the tote. Do not put the label on the side or top of the tote. If you have fragile or breakable items, be sure to wrap them carefully in paper before packing into the tote, then mark **FRAGILE** on the outside of the tote.

Desks & Credenzas: Pack all desk and credenza contents into totes and label accordingly. Since desks must be stood on end for moving through doorways, they should be completely emptied. Place small items like pens, paper clips, etc. into envelopes and then into totes. If you have a return attached to your desk, label both the desk and the return. The movers will remove and reassemble the return during the move process.

## Bookcases

All bookcase contents must be packed into totes. If there are several bookcases containing a library or similar large literature bank, contact your supervisor. Service West may be able to furnish rolling carts to transport these items without using totes.

## File Cabinets

- **Vertical (narrow) File Cabinets**—These do **not** require packing. Be sure that all pressure plates are moved forward so that contents will be secured when moving.
- **Lateral (wide) File Cabinets**—All contents above the two bottom drawers must be packed into totes. The additional weight that these cabinets hold can cause the metal frames to bend or twist if more than two drawers contain files.
- **Map (flat) File Cabinets**—Drawings or plans in these cabinets should be rolled up and rubber banded, or place a flat tote in each drawer to alleviate sliding when these cabinets are placed on end to move them through doorways.
- **Fireproof or Safe Files**—These **do not** require packing.
- **Supply Cabinets**—The contents of these cabinets must be completely packed into totes.

Label totes that are packed with file cabinet contents with the same number as the file cabinet and designate which drawer or shelf each tote belongs to. Designate drawers alphabetically from top to bottom. Example: If cabinet #1 has 4 drawers, the tote holding the contents for the second drawer down from the top should be labeled 1B. Be sure to obtain all keys for locking file cabinets prior to the move and keep them in a safe place. **If your move requires a stair carry at either origin or destination, the contents of all file cabinet drawers must be packed into totes.**

## Pictures, Bulletin Boards and White Boards

These items should be removed from walls and labeled. They will be transported in specially constructed picture carts.

## Computer Terminals, PCs and Printers

All sensitive computer and electronic equipment will be carefully wrapped and placed on special wooden computer carts. **Do not pack these items in totes.** All cords and cables should be disconnected and placed in the supplied anti-static bags. If cords and cables cannot be disconnected, wrap them securely around the unit and tape them so they will not unravel.

Please check with your move supervisor for instructions regarding backing up files, preparing disk drives for transport, securing carriages on printers and any other information relative to moving your computer equipment.

## Personal Items

If your workspace contains any personal items, such as pictures, trophies, knickknacks, plants or other valuables, you must hand carry them yourself. The mover is not liable for non-company owned items.



Service West's plastic tote moving system is designed to make office moves quick and easy.

## Pack, Stack & Move... It's that easy!



**1** The easy-stacking tote design allows totes to be delivered right into your office.



**2** Place one of the lightweight plastic totes on its custom-designed dolly for easy loading.



**3** As you fill a tote, just stack more totes on top of it. The interlocking dolly and tote system allows you to stack up to 4 high.



**4** Reinforced tie-holes allow you to seal totes with security seals, zip ties or locks.



**5** When you are ready, your packed totes will be moved from your old office to your new one.



**6** Totes are as easy to unload as they are to load. Now your move is complete. It's that easy!

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