

# Office Moving Instructions

**Boxes** – Pack cartons to the top without over-packing. Auto-bottom boxes do not need to be taped. All others do. After sealing, top should be flat and firm for easy stacking.

**Pack** – Loose desktop and drawer items, contents of supply closets, shelves, credenzas, small bookcases, and all, EXCEPT, bottom two drawers of lateral file cabinets. If it will fit in the carton, pack it!

**Do not pack** – Files located in desk file drawers or credenzas (as long as they are secured tightly), machines (computers, printers, typewriters, etc.), desk pads and floor pads.

**Loose Items** – Seal small loose items (pamphlets, small books, pencils, pens, paper clips, rubber bands, push pins, etc.) in sturdy manila envelopes. Label envelopes and place in carton with other desk items.

**Small Breakable Items** – Place breakables with like-items in cartons (wrap in packing paper if needed). Cushion items with crumpled paper to ensure secure transferring.

**Large Breakable Items** – Items i.e. mirrors, paintings, prints, and glass shelves, should be packed by movers in special customized cartons available from the moving company.

- **LABEL ALL ITEMS TO BE MOVED WITH NAME/LOCATION**
- Label like items in sequence (i.e. library books could be labeled LIB 123 A, B, C, etc.)

**Desks** – Remove all loose items. Label desk and other furniture

**File Cabinets** – Standard cabinets (2-5 drawers) may remain intact. Fire-safe file cabinets (more than 2 drawers) should be packed. Lateral file cabinets must be emptied (they are not structurally sound to move while full)

**Bookcases** – Pack contents of all bookcases

**Chairs** – Label on top, rear, or base