

EMPLOYEE INSTRUCTIONS FOR PACKING AND MOVING

Name _____ Label Color/Number _____

Room or Area Number _____ Desk Number _____

The placement of your office furniture at the new location will be done by color and number, not by your name.

1. Marking

- a. Every item to be moved must be labeled.
- b. Rid your desk of miscellaneous and unused items.
- c. Wiring, telephone or any equipment which is fastened to desks, etc. must be disconnected.
- d. Place labels on each item of furniture as illustrated on the labeling placement sheet.

2. Desks *(will be moved on end - contents must be packed in cartons)*

- a. Place small items such as pens, paperclips, rubber bands, etc. in envelopes and place in cartons.
- b. Pack breakable items and liquids such as ink, glue, etc.
- c. All items which will not fit in the mover's cartons should be bundled, tied or taped together and labels.
- d. Pack contents of all desks, whether moving or staying behind.
- e. Glass tops on desks - place under a separate label on lower right hand corner.
 - (1) Remove papers from under the glass.
 - (2) Remember to label the desk also.

3. Files

- a. Empty contents of all lateral files (except the bottom two drawers).
- b. Vertical files will be moved with contents intact. Move pressure plates forward.
- c. Lock the file cabinets.
 - (1) If you have the key, place it in an envelope, label it and pack with desk contents in a carton.
 - (2) If you do not have the key, place tape around the lock.

4. Bookcases

- a. Contents are to be removed and packed into cartons.
- b. Moveable shelves should be labeled individually and pegs packed in an envelope.

5. Large Metal Supply Cabinets

- a. Remove contents and pack in cartons.
- b. Label shelves.
- c. Pack all clips.

6. Computers, Typewriters and Other Machines

1. Unplug and wrap cord around machine.
2. Detachable cords should be removed and packed.
3. Disconnect all components.

7. Packing Containers

1. Cartons are stacked when moved. Fill and seal them, but do not over pack.
2. Make sure top can be closed.

8. Copier and Fax Machine

1. Contact all service and warranty providers before move.
2. All inks or fluids must be removed and placed in tightly capped bottles.

9. Non-Boxable Items

1. For all long, odd-sized items that cannot fit into the carton, group and securely tie as one unit using one tag.

10. Disassembled Items

1. Tag each piece of the item.

11. Bulletin Boards

1. Remove all items from the bulletin boards before labeling.
2. Place label, have it taken down and lean against the wall.

12. Photographs, Art...

1. Small photographs can be separately wrapped in newspaper and packed in cartons.
2. Larger and valuable paintings or prints should be professionally packed or crated by mover.

13. Personal Items

1. The mover is not responsible for items such as money, awards, etc. It is suggested that you move these items personally.

**STEP 1: PLACING**

- Set your first crate on the dolly.
- Roll the crate to the contents to be packed.

**STEP 2: PACKING**

- Pack your items up to the line 1/2" below the top of the crate.
- Close the lid as shown.

**STEP 3: STACKING**

- Place the second empty crate on top of the first, fitting it snugly between the interlock notches.
- Pack the second crate as you did the first.
- Continue the Stak-N-Store process 3-4 crates high.

**STEP 4: READY TO GO**

- Lastly, affix your move labels and security ties to the end of the crates for easy identification.
- Your OSI moving professional will now move it.

**STEP 5: UNPACKING**

- Simply reverse the Stak-N-Store process nesting one crate inside the other.
- Leave the dolly under the nested stack for mobility.

Lateral File Cabinets:



Storage Cabinets:



Table:



Vertical File Cabinets:



Plants:



Crate:



Chairs:



Artwork:



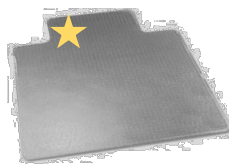
Computer/TV:



Desks:



Chair Mat:



Refrigerator:



Garbage Can:

