

# All Furniture Installation

675 Stinson Blvd. # 100 Minneapolis MN 55413 Ph: 612-238-3200 Fax: 612-238-3201

## **MOVING INSTRUCTIONS AND INFORMATION**

EMPLOYEE NAME: \_\_\_\_\_

MOVE NUMBER: \_\_\_\_\_

LABEL COLOR: \_\_\_\_\_

### **PACKING TIPS:**

- To avoid expense of moving unnecessary items, discard as much as possible before the move.
- Moves are usually organized by COLOR and MOVE NUMBER, not by name.
- Consult with your Manager or Head Coordinator if you have any questions.

### **PACKING MATERIALS:**

- Contact your Manager if you need assistance.
- Packing materials will be available from your Manager.
- Clearly print your MOVE NUMBER on your labels **before** placement.
- Use **only** the labels provided; they are special moving labels and do not damage furniture.
- Prepacked boxes can be used for moving.

### **COMMON AREAS:**

- Groups or individuals will be assigned to pack each of the common areas.  
(Storage Room, Copy Room, etc.)

### **LABELING:**

- You are responsible for labels on all your boxes and equipment.
- Place labels on the **narrow end** of all boxes and the **base** of chairs.
- Don't forget to label: Wastebaskets, chair mats, desk pads, etc.
- Label all office machines (adding machines, etc.) and disconnect power cords, wrap cord with tape.
- If furniture is not labeled, it will not be moved.

### **PACKING:**

- All office contents must be placed in boxes.
- Place small office supplies in envelopes and place in a box.
- All desk drawers, credenzas, table drawers / shelves must be unloaded.
- Valuable personal effects should be removed personally. You are responsible.
- Secure typewriter carriage and place a label on top.
- The bottom and tops of boxes must be taped, not folded.
- Place keys for furniture or file cabinets in an envelope marked with the manufacturer and lock number and give to your manager before the move.
- If it doesn't fit in a box, label it.

### **COMPUTERS AND TELEPHONES:**

- **DO NOT** pack phones or computers. **Do** label the phone and computers. Information Services will disconnect the computers and the mover will pack and unpack them.
- Place keyboard, mouse, mouse pad and cables into bag provided.

### **MOVE CLEAN UP:**

- Break down and stack boxes in specified common areas for pickup.
- Cleaning supplies can be provided by your Manager.
- Push bookcarts to the hallway for pick-up by the mover.