

# All Furniture Installation

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

## PANEL LIFT PACKING INSTRUCTIONS

- **Remove all contents from the tops of work surface areas.**
- **Remove all contents from all overhead bins, unless bins are attached to sheetrock walls.**
- **Unload all freestanding desks and credenzas.**
- **Do not unload filing cabinets, but unload all storage cabinets and bookcases.**
- **All storage rooms need to be packed, if contents are in prepackaged boxes, please seal boxes.**
- **All computers and phones in cubicle area can remain connected, however place hard-drive on worksurface.**
- **Phones and computers in private offices will need to be disconnected.**
- **Please remove all personal and breakable items from your area the evening before your re-carpet.**
- **Do not label any furniture or contents.**
- **If you have any questions, feel free to call your move coordinator.**