

All Furniture Installation

5350 Industrial Blvd N.E. • Fridley • MN 55421 • 763-571-2203 • Fax 763-571-2188

RE-CARPET 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 must be disconnected.**
- **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.**