

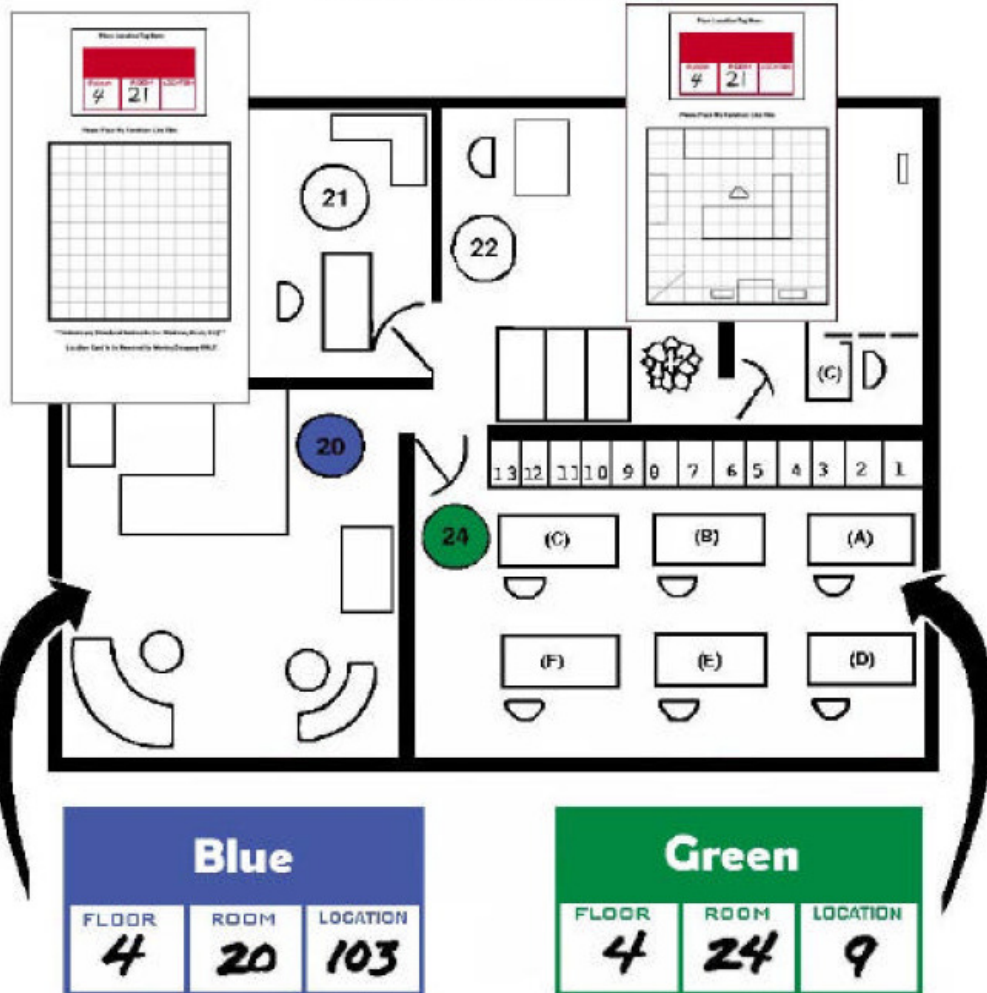
# Olympia Moving & Storage

## COMPANY RELOCATION GUIDE

# Example of Color Coded Floor Plan

## Color-Coding Floor Plans

Color-Coding is the Key to exact placement of office furnishings. Your mover will assist you in color-coding and numbering your floor plans and will furnish placecards to place in your new facilities to instantly identify new work station locations and individual offices.



## **Employee Packing and Moving Instructions**

### **Clean Up Campaign**

Two weeks prior to the move we will have a clean up and out campaign. The janitorial staff will arrange for large wastebaskets to be placed in central locations in each department on (date) for all non-confidential materials to be disposed.

Please go through you desk, credenza, file cabinets, bookcases and storage areas and dispose of anything that will not be needed your new location.

If you need to dispose of confidential material, please place these items in the designated area for them to be picked up and stored until they can be shredded. If you have questions about confidential material, please see your immediate supervisor about disposal or retention.

### **Personal Items**

Separately pack all your personal belongings, such as photographs, clocks, radios, coffee mugs, artwork and knick-knacks. These will need to be moved to the new office by you. Personal items will not be moved by the moving company, please take them home with you at least one day prior to the move commencing. Additionally, the company's insurance does not cover these items. Once you are settled in your new workspace, these items may be brought back.

### **Keys**

If you are in a private office and your furniture will be used in you new office, lock all desks, files, credenzas, and storage cabinets and take the keys with you. You will be responsible for these keys. If you will not be using your furniture in the new office, tape the key inside the piece to which the key fits, i.e. the desk, tape the key inside one of the top drawers.

If you are in a workstation rather than private office, while the furniture will be reassembled at the new location, you probably will not end up with the exact combination of furniture that you now have. Do not lock the drawers, cabinets and storage areas, but tape the key to the inside of the piece in which the key fits.

### **Packing – Rental Crates**

The mover will provide each person with a set number of crates if you need more, they are available, just ask your move coordinator. The crates will be delivered on dollies. Pack a crate full, place label on end with your information, close lids, place empty crate on top and repeat process. (4 crates per dolly)

\*\*\*Please make sure a label is placed on one end of the crate and they are on the dolly provided.\*\*\*

### **Other Boxes**

While the crate and book boxes are the most commonly used on an office move, the moving company will have a variety of specialty boxes available should you need them. You will have to alert your move coordinator as to your special needs, so the moving company can deliver the correct box.

## **Labels**

Each office has been assigned a move label color. Your color is on the first page of this guide. If you receive a label color other than that, notify your move coordinator immediately. You will receive your labels approximately one week prior to the start of the move. You will also receive enough labels for each piece of furniture that is in your work area and the anticipated number of boxes that you will have. If you need more labels or have extras, please alert your move coordinator.

You will need to clearly mark each label with your name, floor number, office or workstation number and piece number. Mark the labels with a medium to wide felt tipped pen, like a Sharpie®. Do not use a ballpoint pen, as the labels need to be clear and easily read by the movers from some distance and often in poor light.

Remember, EVERY ITEM THAT IS MOVING MUST HAVE A LABEL. If you have a desk that is in several sections, each section must have a label, all shelves from bookcases must be labeled and all boxes. If you are having difficulty with labels sticking you may secure them with scotch tape.

To save your fingernails and frustration levels at the new facility, fold a small piece of each label back under the label, this will give you a “pull tab” to start with as you remove each label.

### **Labeling System**

During an office move, the movers are trained to look for labels in specific locations. This is why the labels must be clearly visible from distances and in poor lighting. It also allows the movers to “float” every piece of office furniture and boxes onto dollies for the relocation and allows for easier placement at the new facility. The basic objective is to stand in front of any piece of furniture and see the label in the upper right hand corner or at about eye level for large pieces and for smaller objects to see the label on the top right front corner.

There is a diagram for the most common pieces of furniture and their label placement at the end of this guide. If you have questions about specific placement, check with your move coordinator.

As the movers finish the move they will place each piece of furniture into your new work area based on the placement diagram that you provide the move coordinator for the arrangement of furniture. The crates will be placed on the rear wall, if available, with the labels facing forward and readable from the entrance to the work area.

## **Packing Tips for Success**

Remove all items from your desk, credenza, storage cabinets, and bookshelves then pack them into rental crates that will be provided by the mover. This is critical since the majority of the furniture will be turned on end during the course of the move. Any small items, such as paperclips or rubber bands should be sealed in envelopes before placing them in the packing box. Any liquids, such as ink, glue, correction fluid should be sealed tightly and then place a strip of masking tape around the top of each before packing it into the box.

Breakable items should be wrapped in paper before being packed or be packed by the mover.

Check all the wheels on chairs, rolling tables, computer stands, printer stands, etc. Any that are loose should be removed and packed. Otherwise, you will never see them again.

If you are moving into a private office, a diagram of desired furniture placement should be completed and turned into the move coordinator at your earliest convenience. If you are moving into a modular or semi private area, you may hand in a placement diagram for equipment.

As you complete each crate stack it to one dolly, no more than 4 crates high, with the label on the front, right hand, upper corner. You should be able to see each label from the entrance to your work area.

Before you leave your work area for the last time, double check that all labels are visible and that anything not moving to the new location is also marked as do not move.

Once the move is completed and you have unpacked your work area, remove all moving labels. The crate that you used should be collapsed and returned to a central collection point.

## Label Placement

During the move itself the labels that are placed on individual pieces of furniture and equipment will determine not only is the furniture to be moved, but what office it will be placed in at destination. As a result, it is extremely important that the label be placed on each piece of furniture or equipment so that it will be clearly visible to the movers during the course of the relocation.

The following is an alphabetized list that will clearly describe where the label needs to be placed plus any pre move preparation that will need to be done.

There is a diagram of where most labels should be placed on the last page of this section.

**Adding Machine or Calculator** – Put the label on the top of the machine near the lower right corner.

**Preparation:** Remove the roll of paper and secure the end with tape. Seal the metal roller in the roll of paper with tape. Both the roller and the paper should then be packed. Unplug the cord and wrap it around the machine the leave the machine on your desk or work surface.

**Art – Hanging with Glass** – Put the label on the lower right corner of the glass. Leave the art hanging

**Art – Hanging without Glass** – Put the label on the lower right corner of the frame. Leave the art hanging.

**Boards – Bulletin** – Put the label on the front, upper right hand corner. Leave the board hanging.

**Boards – White Marker** – Put the label on the front, upper right hand corner. Leave the board hanging.

**Bookcases** – For bookcases that are 48” in height or less, place the label on the on the top, front, right hand corner. If the case is greater than 48”, put the label about 5 feet up on the case on the right hand, inside (rear wall) of the bookcase.  
**Preparation: *Remove all contents of the bookcase and pack them into boxes. If the shelves are removable, remove them and place a label on each shelf on the top right hand side. Remove all brackets, clips or pins and place them in a sealed envelop or parts bag. Place the parts bag in a moving box.***

**Boxes - All** – You will need to place two (2) labels on each box. One should be placed on the upper right hand corner, near the area with the preprinted captions. The second label should be placed on the side of the box for easy locating once the boxes are stacked on to the dollies. Once the box is sealed, write the owners full name or principle location (i.e. 3<sup>rd</sup> floor file room) and quick description of the contents across the tape. Do not write directly on the box. Keep in mind that the heavier the item, the smaller container in which to pack it.

**Cabinet – Supply** - Put the label on the upper, right hand corner of the door.

**Preparation:** Remove all contents and pack it into boxes. If the cabinet has a key, lock the cabinet and remove the key. Put the key in an clearly mark envelope (using the label information) and either pack the key with the contents of the cabinet or place the key in a central location will all cabinet keys. **DO NOT** leave the key in the lock.

**Carpet Mat or Pad** – Put label on the upper corner.

**Preparation:** Wipe the mat with a wet paper towel and allow to dry. This will permit the label to adhere better and should the pad come in contact with other pieces of furniture, prevent soiling the furniture.

**Chair – Conference** – Put the label about on the base about 2” from the wheel.

If there are not wheels, put the label on the right front leg as you face the chair.

**Chair – Executive (high backed)** - Put the label about 2” from a wheel.

**Chair - guest – with non-wooden arms** – Put the label on the right front leg as you face the chair.

**Coffee maker** – connected to waterline – Put the label on the upper right hand side.

**Preparation:** Have a plumbing company disconnect the waterline. Once disconnected completely drain the water reservoir and carafe. Clean and pack the carafe.

**\*\*\*If you need a plumber for servicing coffee makers, ice makers or water dispensers, have the plumber come in at least one full day before the move to allow the inner workings to completely dry.**

**Computer stands or tables** – Put the label on the top at the right front corner.

**Copy machine - large** – Put the label on the upper right hand corner of the front of the machine.

**Preparation:** Check with the manufacture’s representative to verify if the machine needs special servicing for a relocation, such as removing toner or sorters. This can be important if the machine is leased or the warranty requires special preparation before a relocation.

**Credenza** - Put the label on the upper right corner of the door or drawer on the right hand side.

**Preparation:** Remove all contents and pack them into moving boxes.

**Desk – with return** – Put the label on the top corner of the top drawer, near the edge of the desk. Put a second label on the return on the top near the outer edge.

**Preparation:** Remove all contents and pack them into moving boxes.

**Desks – without returns** - Put the label on the top corner of the top drawer, near the edge of the desk.

**Preparation:** Remove all contents and pack them into moving boxes.

**Desk Pads** – Put the label on the front right hand corner. Be sure to remove all papers from under the desk pad and pack them.

**FAX machines** – Put the label on the front right, top corner of the machine.

**Preparation:** Plain paper machines – remove the toner cartridge and seal it in a back plastic bag. Remove all external removable trays and pack them along with all paper. If it is a thermal machines, remove and pack the paper roll, then unplug the machine and allow the inner workings to cool for several hours before moving.

**Glass desk protectors** – Put the label on the front right hand corner. Be sure to Remove all papers from under the desk pad and pack them.

**Files – Fireproof** – Put the label on the upper right hand corner of the top drawer.

**Preparation:** Since the contents of these cabinets are extremely valuable, leave the contents intact. If the cabinet has a key, lock the cabinet, put the key in an envelope (be sure to mark the envelope with the cabinet number or identification) and put the key in a clearly marked box or in the master key area. Do not leave the key in the cabinet. If the cabinet has a combination lock, be sure to lock the cabinet.

**Files – lateral** – Put the label on the upper right corner of the top drawer.

**Preparation:** The contents of lateral files must be removed and packed even if the cabinet is moving a short distance. If the cabinet has a key, lock the cabinet, put the key in an envelope (be sure to mark the envelope with the cabinet number or identification) and put the key in a clearly marked box or in the master key area. If there is not a key available, wrap a number of layers of tape around the lock plunger to prevent the movers from locking the cabinet.

**Files – vertical – 3 or more drawers** – Put the label on the upper right corner of the top drawer.

**Preparation:** remove and pack all contents above the 2nd drawer. In the 1st 2 drawers, push the pressure plate(s) as tightly as possible against the remaining files to prevent shifting. If the cabinet has a key, lock the cabinet, put the key in an envelope (be sure to mark the envelope with the cabinet number or identification) and put the key in a clearly marked box or in the master key area. If there is not a key available, wrap a number of layers of tape around the lock plunger to prevent the movers from locking the cabinet.

**Files – vertical – 2 drawers** – Put the label on the upper right corner of the top drawer.

**Preparation:** Leave all contents in the cabinet, push the pressure plate(s) as tightly as possible against the remaining files to prevent shifting. If the cabinet has a key, lock the cabinet, put the key in an envelope (be sure to mark the envelope with the cabinet number or identification) and put the key in a clearly marked box or in the master key area. If there is not a key available, wrap a number of layers of tape around the lock plunger to prevent the movers from locking the cabinet.

**Lamp – table** – without fixed lampshade – Put one label on the base of the lamp. Reserve a second label.

**Preparation:** Unplug the lamp and wrap the cord around the base of the lamp. Remove the lamp hardware (fennel and harp) and pack them into a box. If the lamp has a cloth shade, put the shade in a box and affix the

second label. If the shade is another non-breakable material put the second label on one wire of the shade.

**Microwave oven** – Put label on the front in the upper right hand corner.

**Preparation:** Clean and dry the interior. Wrap the cord around the oven and secure with tape.

### **Notes for personal computers, laptops, hand helds and other computer equipment**

1) **Back Up All Files.** Since this may take some time, do not leave this task for the day of the move.

2) If you have computer technicians preparing the computer for relocation, leave the equipment where it sits and do not unplug anything.

3) If you will not have technicians handling the equipment, turn off all equipment. At the end of each cable put a small piece of tape with a letter on it that will correspond to a letter on the computer or equipment. Once all the cables are labeled, unplug each and coil and fasten each cable with a twist tie or tape and pack these. If you have a “shipping” disk place it in the CD Rom or floppy drives. If you do not have the “shipping” disk, use a retired disk.

4) When you arrive at the new facility, allow the equipment to adjust to the new humidity and temperature before reassembling and starting – this process can take several hours if the move is short or up to a full day if there are drastic changes in either humidity or temperature.

5) If you were connected to a network drive, you will need to re-establish that connection.

**Personal computer – CPU** – Put the label on the right front of the computer, be sure not to cover any of the slots for the CD-Rom or disks.

**Personal computer – Keyboard** – Put the label on the top right hand side or pack.

**Personal computer – Lap top or palm top** – Put the label on the outside of the case.

**Preparation:** If you allow employees to move their own lap tops this ensures that they are able to work until almost the moment of the move and there is little chance of a machine being misplaced. Lap tops can also be packed for the move, just be sure that they have plenty of padding to protect them.

**Personal computer – monitor** – Put the label on the top right corner of the cabinet or housing – Do not put the label on the screen itself.

**Personal computer - printer** – Put the label on the top right corner of the printer.

**Preparation:** Remove the ink or toner cartridges pack in sealed black bags and then put in moving box.

**Power strips** – Put label on the end opposite the power cord. These may also be packed.

**Refrigerator** – Put the label on the upper right hand side of the door.

**Preparation:** Remove all contents. Thoroughly clean the interior and allow to dry completely. Turn off and unplug it. If there is an ice or water dispenser either arrange with the movers ahead of the move to disconnect or contract a plumber to disconnect the water hoses.

**Shelf unit – metal** – Put the label on the right hand vertical post about 5 feet from the ground.

**Preparation:** Remove and pack all contents of the shelves. If the shelves are removable (not secured by bolts) you can either disassemble the unit or secure each corner of each shelf with a tie strap, like the ones used to secure electrical wires. If the shelves are secured with bolts, the unit can be moved as it stands.

**Sofa** – Put the label on the right front leg.

**Table** -- Put the label on the top near the edge..

**Table – conference** - Put the label on the top near the edge.

**Preparation:** Expect that the movers will disassemble and reassemble any multi-piece conference table. They will mark the bottom of the table and each leg with identifying numbers (one on the table the other on each leg) to aid in reassembly at destination. Make sure the table is wiped clean, put do not put wax on the table just before relocation.

**Table – drafting** - Put the first label on the top near the edge. Place a second label on the top of the right hand leg.

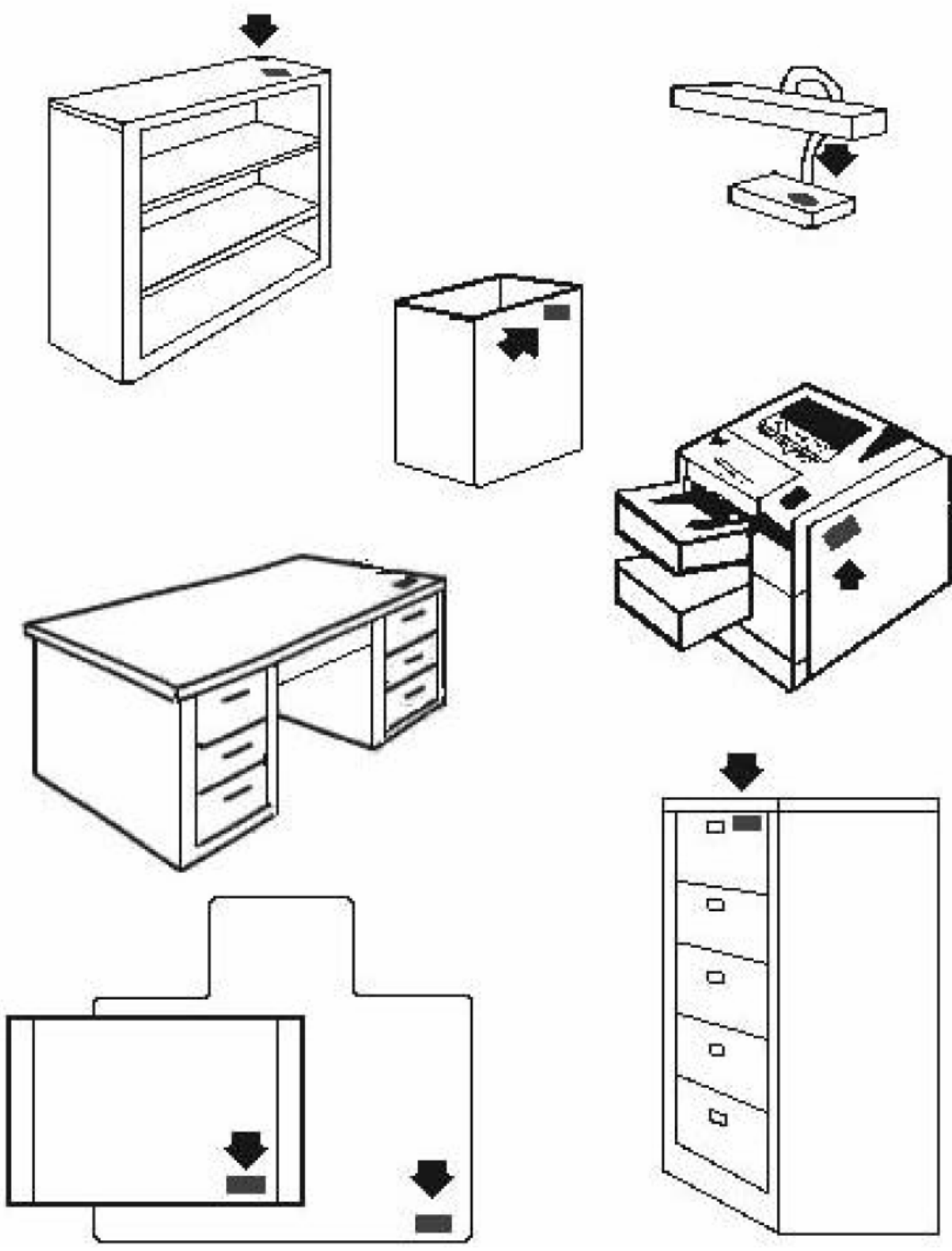
**Telephone** – Put the label on the upper right hand side of the phone if it will be moving to the new offices.

**Preparation:** If the phone system is not moving you can either have the phones left in each office or have them collected and placed in a central location for the incoming company. If the phone is moving, unplug it from the wall and wrap the cord around the phone and then leave the phone in the desk.

**Waste cans** - Put the label near the top of the short end of the can or anywhere near the top on a round can.

**Preparation:** Empty your waste can just before the movers arrive, otherwise they will move the can and its contents.

# Examples of Label Placement

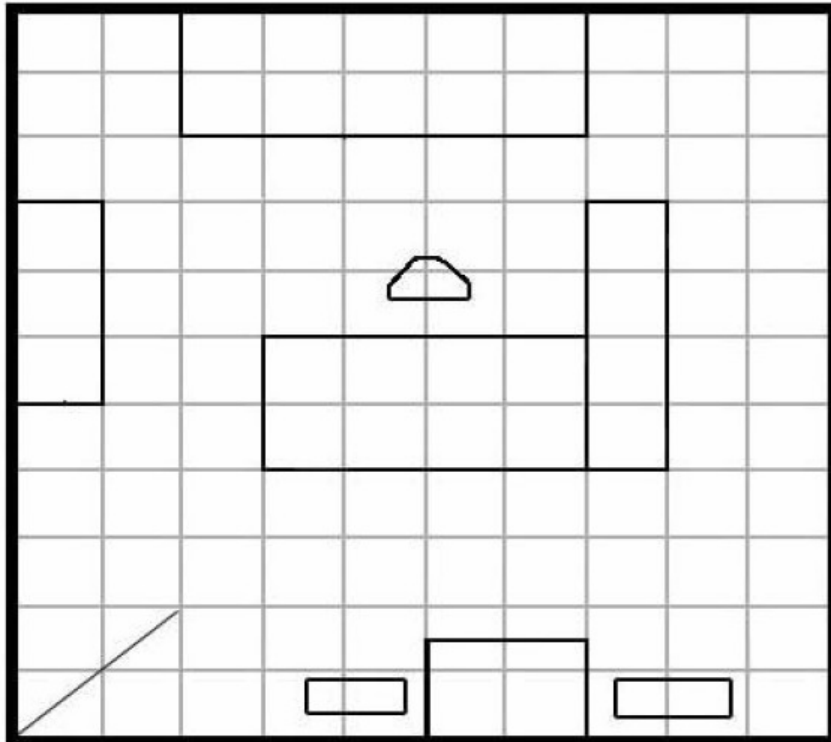


# Sample Office Placement Card

Place Location Tag Here:

FLOOR	ROOM	LOCATION
4	21	

Please Place My Furniture Like This:



**\*\*Indicate any Structural landmarks (i.e. Windows, Doors, Etc)\*\***

**Location Card to be Removed by Moving Company ONLY!**

**Label Placement on Common Office Items**