

## Commercial Packing Guidelines

At **Move It Now** we offer customized solutions to meet your office and commercial relocation needs. We offer full packing services or tailor a partial packing service to assist with the more delicate parts of the job or provide cartons and reusable plastic crates to allow you to do the packing yourself with guidance from our helpful packing guidelines below.

Should you choose to have your employees be responsible for their own packing, please follow the instructions outlined below. They will be of assistance to you not only before the move, but also when you unpack in your new office.

### Packing Instructions

#### Personal Items

**Move It Now** cannot be responsible for your personal possessions such as money, lighters, fountain pens, etc. For your own protection, we suggest you move these items on your own.

#### Cartons

**Move It Now** has special cartons for electronic equipment, bulk supplies, lamps and other breakables. We can also provide reusable plastic crates that do not need taped or assembled like traditional cartons that will save valuable employee time. Your **Move It Now** relocation consultant will discuss all of these options with you during your estimate.

#### Desks & Credenzas

Pack ALL contents. This includes current work assignment papers, letter trays, books, files and other items. Seal paper clips, pencils and other small items in envelopes and then pack them in cartons. Protect all glass with packing paper. Leave glass tops and desk pads on top of your desk for **Move It Now** to move.

#### Filing Cabinets

Standard upright 2 drawer and 4 drawer file cabinets can be moved with contents intact. The contents of lateral file cabinets must be emptied and packed in cartons. Files will be moved in an upright position throughout the move and can be locked if unbolting is completed. REMOVE KEYS!

#### Supply or Storage Cabinets

Pack all contents in cartons. Cabinet doors should then be locked, taped or tied.

#### Bookcases

Remove all books and other contents and pack in cartons. Stand books on end.

#### Coat Racks and Lockers

Pack all items and contents.

### **Electronic Equipment/Office Machines**

DO NOT PACK. Leave desktops, printers, phones, fax machines or other office equipment on top of desks or stands. Printer heads should be locked if possible and all machines must be unfastened and disconnected. Electric wiring should be detached, rolled up and fastened to the machine with string, scotch tape or rubber bands.

### **Pictures, Maps and Bulletin Boards**

Remove all from walls. Consolidate small pictures in a carton. Cushion with packing paper and place them on end, back to back, in the carton. Consolidate and place together all large pictures, etc., located in one room. **Move It Now** will see that these items are adequately packed.

### **Special Equipment**

Professional servicing may be required for data processing and copier equipment. Please check with the manufacturer's service department for move preparation requirements. All equipment containing liquid must be drained prior to the above.

### **Furniture Casters**

Remove all loose casters and pack in cartons.

### **Odds and Ends**

Be sure all loose items such as desk clocks, calendars, bookends, etc., are packed in cartons or crates. Leave oversized items (lamps, desk pads, etc.) for the movers to handle.

### **Carton Stacking**

Please do not stack full cartons on top of furniture. The movers will remove furniture first; try to keep pathways as clear as possible.

### **Coding and Tagging Procedures**

#### **Color-Coded Moving Labels**

**Move It Now** has coordinated a color-coded labeling system to assure the proper placement of furniture at the new location. The new offices have been divided into designated color zones by department or office/room. Within the color zones, each individual work area has been assigned a number. Within these individual work areas each piece has been assigned an alphabetic letter. Your relocation consultant will discuss with you who will be responsible for all labeling, Move It Now or your employees. It is critical that the tagging procedure is carefully followed to facilitate a smooth and uneventful relocation.

#### **Special Types of Furniture**

Items such as L-shaped desks, desk returns and conference tables will need to be dismantled. Should you decide to dismantle some of these items, be certain that all parts of the dismantled furniture have the same tag color and code information. Hardware from the dismantled pieces should be put in parts bags and packed in cartons or crates with material from the dismantled piece. The bag should be labeled with the tag color, code and furniture piece information.

### **Preparation of New Location**

Your new offices must be well marked to assure proper furniture placement. Clearly label each work with the assigned number and color code. Place several coded floor plans in clear view near the entrance doors.

### **Tag Placement**

Please place tags in a uniform manner. Consistency in placement of tags will assist the mover in quickly and efficiently placing your furniture and equipment in the proper locations at destination. To make removal of the tags easier, fold the corner of each tag prior to placement on furniture.

### **Items Not to be Moved**

Only tagged items will be moved. If an item is not tagged with a label, the movers will leave it behind.

