

# Office Moving Guide for Employees:

Booska Movers, Inc. is a full service mover. The following is to help your move go smoothly. The more you know, the more likely your move will ultimately happen as you wish.

## **Booska Contact Information:**

Office: 802-864-5115 Fax: 802-864-5444

## General Information in preparation for the move:

### 1. Supervisors:

It is your responsibility to have your staff follow these instructions. Be sure that all employees in your department or section receive this office-moving guide. Personnel will be functioning in the new office on a normal basis immediately after reporting to work, if the move is properly planned.

### 2. Employees:

You will be responsible for your own packing before the actual move. Follow these instructions, they will assist you not only before the move, but when you unpack at the new office.

All packing should be completed prior to the start of the actual move.

## **Important:**

Only personal directly involved with the move should be present during the course of the move.

## Packing Instructions:

### 1. Personal items:

The movers cannot be responsible for your personal possessions, such as legal papers, money, lighters, fountain pens, etc. For your own protection, we suggest that you move these items privately. If you need special containers, ask your move consultant.

### 2. Cartons:

Be sure that all cartons are properly assembled. Leave a two-inch space at the top of each carton. The mover has special cartons and boxes available for electronics equipment, libraries, bulk supplies, lamps and other breakables. If you require special boxes or packing services, ask your supervisor to advise the move consultant.

### 3. Desk:

Pack all contents. This includes current working papers, letter trays, books and other desktop items.

Important: Seal paper clips, pencils and all other loose materials in envelopes and then pack them in cartons. Protect all glass receptacles with paper or other stuffing. Leave glass tops and pads on top of desk for the movers.

#### 4. Filing Cabinet:

Move with contents intact. Tighten the internal drawer plate in each drawer to hold contents in place.

#### 5. Security Files:

All files should be locked prior to moving. If security regulations necessitate escorts, advise the move consultant and they will make arrangements with the movers.

Security files may then be consolidated and moved on one or more vans as required.

#### 6. Supply or Storage Cabinets:

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

#### 7. Book Case:

Remove all books and pack in cartons.

#### 8. Coat Racks or Lockers:

Pack all items and contents.

#### 9. Office machines:

Do Not Pack These Machines! Leave the machines on top of their desk or stand.

Typewriters carriages must be centered and all machines must be unfastened and disconnected. Pads and covers for machines should be placed in a carton. Movers will give particular attention to all these units.

#### 10. Keys:

Where locks and keys are available for any items being moved, keys should be wire tagged and coded to the locks they fit and packed in a safe place.

#### 11. Pictures, Maps & Bulletin Boards:

If secured, remove these items from the wall. Tag each piece and place them on end, back-to-back in carton. If the item does not fit in a carton, lean it against the wall and the mover will take it from there. Consolidate small pictures in container. Cushion with packing materials, i.e. newspaper.

#### 12. Special Equipment:

Professional servicing may be required from Xerox, IBM or other data processing equipment. This service is available from either the mover or the manufacturer's service department. If you require electricians, plumbers or machinists, the supervisor should advise the move consultant well before the moving date.

Important: All equipment containing liquid must be drained prior to the move.

13. Plants (Live or Artificial):

Since the mover is not responsible for the safe transportation of plants, employees must arrange for other methods of transportation.

14. Miscellaneous:

**Desk Letter Trays-** Empty papers and pack in correctly marked cartons.

**Cardex Files-** Keep rods and file guards tightly drawn. Bind loose cards together with rubber bands in batches of about 150 and pack in cartons.

**Furniture Casters-** Remove loose casters and pack in cartons.

**Odds and Ends-** Pack desk clocks, calendars, rubber stamps, bookends in cartons or if special packing is required, notify move consultant in advance.

**Employee Consolidating-** Consolidate your office belongings with those of other employees being located in your immediate area at the new location. This will help conserve carton space.

Check List:

- Desk Empty?
- Supply cabinets cleared?
- File drawers locked?
- Wall items taken down?
- Breakable items properly packed?
- Typewriter/ Printer carriages centered?
- Typewriters and other machines disconnected?
- "Do Not Move" tags placed?
- Liquids drained from equipment?
- Loose casters removed?
- Desk pads and chairs pads tagged?
- Now take another look around....
- Everything tagged and marked?
- Condition of furniture and equipment carefully checked?

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