

Your Office Moving Guidelines

Name	Label Color	I.D. Number

Labeling

Your number and tag color are listed above. Articles belonging to you must be labeled with your assigned number and color. All labels are supplied by Alexander's Mobility Services. See your move coordinator if you need additional labels.

Desk

If your furniture is moving, be sure to label the desk and return on the top surface. All items such as pens, clips, rubber bands, breakable items and liquids such as white-out, glue, etc. are to be removed and packed in a carton. Articles from the surface of the desk (in-out baskets, calculators, calendars, etc.) which are not abnormal in size should be placed in a carton or crate. Each desk must be empty prior to our arrival. Your desk will be tilted on its end during the move. Remove papers from under any glass tops, and label the glass.

Vertical Filing Cabinets

Place label on the front of the top drawer. Be sure all pressure plates are moved forward so contents will be secured. Tape or lock drawers closed.

Lateral Filing Cabinets

Place label on the front of the top drawer. If cabinet is 2- or 3-drawer, contents can remain. With 4- or 5-drawer cabinets, contents from all but the bottom two drawers must be removed and packed in cartons or crates. If the contents are packed, label each carton/crate and file drawer so the contents can be easily identified or unpacking.

Bookcases

Place label on top. Contents must be removed and packed in cartons/crates. Remove shelves and brackets and/or clips; tape together and label.

Metal Supply Cabinets

Place label on front near upper right-hand corner. Remove all contents and pack in cartons/crates. Secure shelves or bundle them to be moved separately. (If moved separately, please label.)

Office Machines and Computers

For computers and other machines please label on the top or in the front. Remove paper trays from printers and fax machines and pack them or label separately. Unplug and disconnect cabling and cords and place inside the plastic bag provided, and label the bag as well.

Packed Cartons

Place label on EITHER END (below handle), not on top of carton (they are stacked when moved).

Packed Plastic Crates

Pack files and contents up to the line a half-inch below the top of the crate. Place label on either end, not on top of crate (they are stacked when moved).

Miscellaneous

Tag chair seats and pad, chair pad (carpet protector), waste basket, etc. Labels are designed to come off easily when the move is over. Because of this, stickers will not adhere to some surfaces such as upholstered chairs and sofas. If necessary, place a piece of Scotch tape over the label or place label on wooden/metal leg or arm.

Remember, if it is not tagged, Alexander's will not move it. Be sure to double-check all articles. Please take home all personal or precious items before the move and return them after the move.

Do not place labels on the top of cartons or crates. They are stacked when moved. Please do not over pack.

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Things to remember:

All personal items go home (kids drawings, family photo, iPads, phone chargers, surfboards, bikes, helmets, artwork, etc)

Label all parts of your computer: the monitor, cpu, keyboard, mouse, etc.

Do not pack your mouse or other computer parts, we will need them for reconnection.

Laptops go home with you and can be brought back when you return to work (label the docking station).

Unlock your docking station- we don't have the keys.

Please make sure to be packed up and walking out the door at the shut down time. Shut down time doesn't mean that is when you start packing.

Purge, Purge, Purge- no sense in paying us to move documents that you don't need.

If re-using boxes from a previous move, please make sure to place the new label ON TOP of old label or remove the old label.

Labels go on the ends of the boxes/crates- not the top or sides, as we stack them.

Use a marker to write your move ID number on the labels in large font, not a pen or pencil.

Label should only have your move ID number (we don't need a description of contents, kids names, etc. Just your ID number and your name).

No question is a silly question, please don't hesitate to ask questions.