

General Guidelines For Packing Of Offices In Preparation Of Moves *(April 2003)*

1. Clear your bookshelves and desks of all books. These books should be placed in cardboard boxes, sealed and your name (clearly visible) on the outside of the boxes. Please stack these boxes in a corner or area of your office that is easily accessible to the maintenance personnel who will be moving them. Limit the size and weight of the box to reasonable levels. (Paper sized boxes, 40-50lbs).
2. Boxes for packing are not provided by the Facilities Office. However, if you are aware of empty boxes on campus that you would like delivered to your department for packing purposes, we can transport them.
3. When finished packing your books and materials, please number each box and keep a master list of how many boxes and their contents. You might want to use a system such as 1 of 7 (first box of a total of 7 boxes).
4. All personal items, such as pictures, lamps, radios, etc. should be taken home. Anything valuable must be removed because the space will be open during construction. The maintenance personnel cannot and should not be responsible for the care of those personal items.
5. Computers and printers should be tagged with masking tape that clearly indicates your name. It is recommended that you tag each piece of equipment in two or more places. Equipment should be disconnected and ready to move. If you need help in this area, please call Tech. And Comm.
5. If you have a vertical file cabinet that you will want moved to your new office location, please make certain that it is prepared in such a manner that none of the drawers will come open in the move. Drawers heavy with papers or materials can be placed in plastic bags to keep the contents in place or you can place the materials in cardboard boxes with your names clearly indicated. Lateral Files must be emptied. Again, the maintenance personnel cannot be responsible for any loose papers or drawers that become loose.
7. Copiers that need moved should be coordinated through Purchasing (2704).