Office Moving Guidelines

Employee Responsibilities

The success of your move depends in large part on the preparation work you do prior to the movers arriving. These guidelines should help you ensure a successful move for your office.

Most companies do not pay the moving company to pack for them. Office employees will need to do all the packing. This includes individual employee offices, the copy/fax room, the employee break room, the training center, and any other public or common areas. Employees are responsible for packing their own office. The office's management team is responsible for identifying the team of employees who will share packing responsibilities for the public and common areas.

Everything except furniture, computer hardware, and phones will need to be packed in a box. Everything, without exception, will need to be labeled. Your keyboard, mouse, pone and cables need to go in a labeled zip-lock bag on your last day in the office before the move and placed on your desk. (Boxes, labels, and zip-lock bags will be provided about 2 weeks prior to your move.)

A very limited number of managers from headquarters will be on hand to assist in the set-up in your new office (primarily public and common areas), but you will need to do all the packing on the front end.

Heed this warning: Packing takes longer than you might think! Review your schedule and use every free opportunity to follow the steps outlined below. Have a team spirit and pitch in wherever needed.

SEVERAL WEEKS OR MONTHS BEFORE THE MOVE:

□ GET CHANGE OF ADDRESS CARDS

Get change of address cards, fill out and submit to the P.O., magazine publishers, and anyone who regularly sends mail to your office.

□ ALERT VENDORS

Alert your vendors/delivery people of your move date. Reconfirm this within a few weeks before the move. Individual vendors might have special procedures that they require to switch over to your new location. Vendors needing to bee notified include:

- Food service vendors – snacks, soft drinks, CO2 (if applicable), coffee, etc.
- Plant/floral services
- FedEx UPS, etc.
- Other _____

(**Note:** if your new training center will not user a bag-in-box beverage system, but instead will have a build-in refrigerator with a freezer/ice-maker drawer, you will need to make sure your food service vendor can supply you with bottled/canned beverages. If not, you'll need to call around and find a vendor for that. You will have no need for CO2 canisters, either, so if that is a separate vendor from you bag-in-box supplies, you'll need to also contact them to remove those a day or two before the move)

□ DETERMINE OFFICE ASSIGNMENTS

Once a final floor plan is available from company management, one will be forwarded to a representative of your office's management team. The management team then needs to determine office assignments and communicate new room numbers to employees. Employees will use this information in labeling furniture, equipment, and boxes.

□ TAKE INVENTORY

□ OFFICE SUPPLIES

Take an inventory of your office supplies. Plan orders for new supplies around your move date as closely as possible so those items can be delivered directly to the new location.

- □ Have plenty of bubble wrap on hand to use for packing fragile items.
- □ Have several rolls of packing tape and some hand-held tape dispensers on hand.

□ FOOD SERVICE ITEMS

Take an inventory of your food service supplies – snacks, beverages, paper products etc. Plan orders for new supplies around your move date as closely as possible. Don't place your month's order to be delivered to the old location a week before the move.

□ CONSOLIDATE AND ORGANIZE

Consolidate supplies so that you don't have 2 half-boxes of file folders if you can put them all in one box, for example. Organize your items, as much as possible, into categories of frequently-used items and infrequently-used items. This organization will pay off in the packing and unpacking process.

□ TOSS / RETURN / RECYCLE / DONATE

Moving is a wonderful opportunity to purge company and personal files. Take the time to assess what you really need to keep and what can be tossed/recycles. Remember, if you don't know you have it, or can't find it, it's of no use to you. If you are uncertain of filing guidelines and legal file retention, you may contact someone in your records department. Things you no longer access but must be kept for legal or tax reasons can be put into an archive filing system. Cleaning out your files before your move will save space and moving expenses. As a bonus, you will be able to find what you want when you need it in your new space

□ COPY ROOM

- ☐ Weed out miscellaneous items that will not likely be used. If there is a cracked file pocket that someone tossed in the supply cabinet thinking that someone might want, throw it away. If there is a plastic base to a desk calendar and no one uses that type of calendar anymore, throw it away.
- ☐ If there are boxes of shipping supplies that will not be used, either toss them or have the vendor pick them up. For example, if you use FedEx exclusively and have boxes of Airborne Express envelopes, dispose of them one way or another.
- ☐ If there are boxes of sales give-aways with old company information on it, dispose of them in a manner that is acceptable to the sales division management.
- ☐ Rid the literature racks of outdated sales literature/brochures

□ TRAINING CENTER

- ☐ If there are obsolete training center manuals sitting on shelves, dispose of them in a manner that is acceptable to the education division management.

□ EMPLOYEE BREAK ROOM

- ☐ If you have mugs/glasses/plates for the training center that look too bad to use, throw them away.
- ☐ If you have items that are never used but are in good shape, consider donating them; otherwise, throw them away.
- ☐ If you have an accessory to equipment you no longer have, throw it away.
- ☐ If you have out-of-date snacks, throw them away.
- ☐ If you have lots of vases from florist deliveries, keep two or three and throw the rest away.
- ☐ If your microwave and refrigerator are not moving, donate them.

APPROXIMATELY 2 WEEKS BEFORE THE MOVE

□ PACKING CRATES, LABELS, AND ZIP-LOCK BAGS DELIVERED

The moving company will deliver Rental Crates and labels to the office approximately 2 weeks before the move. Crates are not delivered earlier than that because most offices do not have the space to accommodate that many boxes for very long-they tend to get in the way. Zip-lock bags for computer and phone components will be sent to the office by ISD. **Note: Label desks, credenzas, and crates on the side, not on the top. Bookcases should have a label on the side as well as on each shelf.**

□ START PACKING

This is when your earlier organization will pay off. If you have heeded the previous warning and followed the steps above, your packing should go fairly quickly and smoothly. You can start packing the infrequently-used items as soon as the boxes arrive. Pack as much as you can, leaving out only the things you deed to do your work for the remaining days before the move. Place sales literature in marked envelopes so they will be ready to put in boxes on the last day. Take home any personal items that are valuable to you. Our insurance will not cover damage to personal items. Take home any personal plants. Write on the box what type of items are enclosed, so that when you start unpacking you will know which items you need to get to first.

LAST DAY

□ FINALIZE YOUR PACKING

☐ EMPLOYEE OFFICES

- ☐ Make sure all items are removed from drawers, bookcases/shelves, windowsills, etc.
- ☐ Make sure everything has been removed from your walls (white/corkboards, calendars, etc.)
- ☐ Make sure you have removed your mail from the mail room and packed it
- ☐ Disconnect your CPU/docking station, monitor, keyboard, and mouse and place the following in one of the zip-lock bags that has been provide:
  - ☐ Keyboard
  - ☐ Mouse
  - ☐ Cables (no need to pack network cables)
  - ☐ Power cords and power strip
- ☐ Disconnect your phone and place, along with the phone cable, in one of the zip-lock bags that has been provided
- ☐ Make sure that everything has a label *(please see* NOTE abo*ut labels on previous page)*

- ☐ Crates
- ☐ Desk
- ☐ Credenza
- ☐ Chair
- ☐ Floor mat
- ☐ Bookcase and bookshelves
- ☐ White/corkboard
- ☐ Trashcan
- ☐ Monitor
- ☐ CPU/docking station (label the base and the lid of the docking station)
- ☐ Zip-lock bags

☐ If you have a laptop, take it home

☐ COPY/FAX ROOM

☐ Make sure all items are removed form shelves, supply cabinets, etc.

☐ Make sure everything has been removed form the walls (white/corkboards, calendars, etc.)

☐ Disconnect the phone and place, along with the pone cable, in one of the zip-lock bags that have been provided

☐ Make sure everything has a label.

- ☐ Crates
- ☐ Literature racks/mail sorters
- ☐ Tables
- ☐ Supply cabinet
- ☐ White/corkboards
- ☐ Trashcans
- ☐ Zip-lock bag (phone)

☐ EMPLOYEE BREAK ROOM

☐ Make sure all items are removed form cabinet shelves, bag-in-box soda cabinet, etc.

☐ Make sure the refrigerator is empty

☐ Make sure the dishwasher is empty

☐ Disconnect the phone and place, along with the phone cable, in on of the zip-lock bags that have been provided (no need to pack phone cables)

☐ Make sure that everything has a label

- ☐ Crates
- ☐ Microwave/refrigerator (if applicable)
- ☐ Trashcan
- ☐ Zip-lock bag (phone)

☐ TRAINING CENTER

☐ Make sure all items are removed from drawers, bookcases/shelves, kiosks, breakout area cabinet, windowsills, etc.

☐ Make sure everything has been removed from your walls (whiteboards, clock, etc.)

☐ Disconnect each CPU, monitor, keyboard, and mouse and place the following in one of the zip-lock bags that has been provided:
- ☐ Keyboard
- ☐ Mouse
- ☐ Cables (no need to pack network cables)
- ☐ Power cords and power strips

☐ Disconnect the phone and place, along with the phone cable, in one of the zip-lock bags that has been provided (no need to pack phone cable)

☐ Make sure everything has a label
- ☐ Crates
- ☐ Furniture (if being moved)
- ☐ A/v equipment (projector, cart etc.)
- ☐ Whiteboard
- ☐ Trashcan
- ☐ Monitors
- ☐ Computers
- ☐ Zip-lock bags

☐ EXECUTIVE BRIEFING ROOM/CONFERENCE ROOMS

☐ Make sure all items are removed from drawers, credenzas, bookcases/shelves, windowsills, etc.

☐ Make sure everything has been removed from your walls

☐ Disconnect the phone and place, along with the phone cable, in one of the zip-lock bags that has been provided (no need to pack phone cables)

☐ Make sure everything has a label
- ☐ Crates
- ☐ Furniture (if being moved)
- ☐ A/v equipment (TV, video camera, projector, cart, etc.)
- ☐ Trashcan
- ☐ Zip-lock bag

☐ ART WORK

☐ Remove art work from walls and put together in one place. No need to wrap framed art, as the moving company will use quilted blankets to protect the art.

☐ Pottery, glass art, or other 3-dimensional works need to be bubble-wrapped. Those items, if possible, need to be placed in a labeled box and marked “fragile”.

Artwork will be moved to the new office and placed in an empty office unit or the conference room - a representative from the art department can come and place the pieces.