

### **Who packs My Stuff?**

Each associate of BJC will be expected to pack and label the contents of their current work area or office. Please be sure that cartons are assembled properly. Place small items such as pens, paper clips, rubber bands, etc., into envelopes or another type of sealed container before placing in the box. Please be sure that all contents (trash too) are removed from each respective drawer, desk, or pedestal. If you have personal items (coffee mugs, framed pictures, small plants, figurine) then you should move these items prior to the move. Items too large for boxes should be bundled, taped, and labeled. For large equipment; detach the electric cord from the machine and place it in a box, or wrap it around the machine. All packing must be completed prior to the move.

**If you are on vacation during move:**

**Please be sure to have all your items packed prior, or have a coworker pack for you.**

**The following areas will need to be notified of your move, this will be your responsibility. Here are a few examples:**

All outside vendors

Housekeeping

Mail

Shred Pro

Precision

Ricoh

Key control

Security for badge access to new space

**Please contact Quality Install with any questions.**

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# Move Information and Instructions: Packing Tips

### **Carton/Boxes**

Cartons and all other packing materials will be delivered approximately two weeks prior to your move date. This will include boxes, labels, and bubble wrap if necessary. Please refrain from writing directly on the boxes –utilize the labels. (See “Correct Label Location” brochure for label placement)

## **Labeling**

\*Clearly mark all labels with your location number (see floor plans).

\*Labels should be placed on the END of the box (with hand holes) as opposed to top or side. This is for easy viewing when stacked.

\*Any items that are not tagged with labels will not be moved.

\*Due to the non-permanent nature of the labels, final tagging of free standing furniture (chairs in particular) should not be placed until 2-3-days prior to the relocation.

\*On freestanding furniture the labels should be placed in an obvious location that will accept the label for a couple of days. When placing a label on free standing furniture/equipment/desk/bookcase/etc., bend under one corner, this will facilitate the removal process.

## **Computers**

Label all equipment individually (PC, keyboard, mouse, etc..) and I S will place loose items such as keyboard, mouse, speaker etc. in a labeled Ziploc bag provided by Quality Install. Informational Services will disconnect your PC. Computers will be wrapped and moved in speed packs. Quality Install will be responsible for moving these items.

## **Leased Equipment**

The relocation of leased equipment, such as copiers, will be done by the leasing company. Your department will be responsible for contacting them for the move.

## **Files, Storage Cabinets, and Bookcases**

- All storage cabinets need to be emptied prior to the relocation to avoid consequent structural damage, and or content damage.
- All lateral files equipped with roll-out drawers and receding doors need to be emptied, these are typically the top drawer in most 4-5 high lateral files.
- All 4 and 5 drawer standard lateral files need to have the top 2-3 drawers emptied; the remaining 2 bottom drawers can remain loaded.
- Vertical files can remain loaded, please be sure to move the pressure plate forward to secure contents.
- Please lock file cabinets prior to relocation. The key should be put in a safe place or taped to the front of the file. Please notify mover of file cabinets that are not locked.
- All bookcases need to be emptied prior to the move. All shelves should be placed on the bottom shelf. The shelf clips will need to be removed, placed in a bag, and taped to the inside of the bookcase. The bookcase, as well as shelves, will need to be labeled.

## **White Boards, Bulletin Boards, and Display Cases**

Any white board/ bulletin board/ display case should have all contents removed and a label attached to the frame. The contents that coordinates, inhabits, or works with the white board/bulletin board/display case should be placed in a Ziploc bag or envelope, labeled with the relevant room number, and then packed in a box.

## **Refrigerators/Freezer**

All refrigerators will need to defrost 24 hours prior to the relocation (This will be addressed with each department individually). Please empty all water drain pans prior to the start of the move. If the refrigerator is equipped with and ice maker, then the water line will need to be disconnected by facilities.