

Office Moving  
Preparing for your Move  
Packing Instructions



Moving with Pride

## **Packing Instructions for Office Furniture & Equipment**

### **Proper Labeling of Items:**

Highland will provide you with colored labels to keep track of each item that is to be moved. Prepare a floor plan of your new premises indicating where you require office furniture and equipment to be located. Rooms or working areas should be numbered individually, in sequence. If your move involves more than one floor, assign a color to each floor to correspond with the colored labels provided to you. Every article being moved must be labeled with the corresponding new location. Use a heavy pen or felt tip marker to note the destination room #. If a piece of furniture or equipment is comprised of several pieces, or must be dismantled for moving, ensure all pieces are clearly labeled.

***Please ensure that any old labels are removed from articles that have previously been moved.***



### **File Cabinets:**

- Place labels on the front of cabinets, ***not on top***.
- Indicate their location by numbering your room plan.

### **Lateral File Cabinets:**

- **2 Drawer:** Empty only if required (cabinets will be tipped on their sides to be moved).
- **3 Drawer:** Empty top 2 drawers
- **4 Drawer:** Empty top 3 drawers
- **5 Drawer:** Empty top 4 drawers

***All drawers must be emptied if stairs are involved.***

### **Vertical Cabinets:**

- May be moved full as long as there are no stairs involved.

### **Desk Contents:**

It is necessary to tip your desk on end so that it can be moved on a dolly, we suggest the following:

- Empty drawers and place contents in a carton or plastic bin.
- Breakables such as ink, liquids, etc. should be wrapped in paper before packing in cartons.
- Small items such as pins, paper clips, etc. should be placed in an envelope.
- Cartons should only be packed to the top of the box and closed to allow for stacking.
- Ensure all cartons and/or bins are correctly labeled with the corresponding new location.

***Do not leave keys in file cabinets or drawers. Locks may engage during transit – keys should be taped to the item they belong to.***

### **Bookcases, Stationary Cabinets and Credenzas:**

Contents should be packed to avoid structural damage. These items normally will not withstand the weight of the contents in transit. Remove shelf clips, place in an envelope and tape the envelope to the inside of the bookcase.

### **Computer Terminals:**

If you have not made separate arrangements with Highland to disconnect computers, all terminals should be disconnected by you.

- Place label on monitor, printer and hard drives.
- Keyboards, mouse and cables should be packed in keyboard bags supplied by Highland.
- We strongly suggest laptops should be taken home and returned after the move.

### **Typewriters & Machines:**

- Remove dust covers and cushion pads and pack in a box.

### **Photocopiers:**

***Highland will not accept liability for photocopiers. These should be serviced and moved by your local photocopier supplier.***

### **Drafting & Light Tables:**

- Pack adjustable lights, pencil sharpeners, rulers, etc.
- Tape green top or glass to the table frame.
- Label both top and base of the table.

### **Map Racks:**

- Tag map rack on front or near top. These will be shrink wrapped to hold maps in place.

### **Sofas & Chairs:**

- Tag near base

Labels will not adhere to upholstered furniture, affix them to metal or wood armrests or chair legs. If there is no metal or wood, pin labels to cushions on chairs and sofas.

### **Plants:**

***Highland will not accept liability for plants, however, we will move plants at owners risk.***

### **Personal Items:**

All personal items should be taken home prior to the move and returned once the move is complete. Highland Moving nor your company can be responsible for loss or damage of personal items.

***Any questions, or need further clarification about preparing for your office move please do not hesitate to ask your experienced Office Moving Consultant.***