



PACKING CRATES & LABELING INSTRUCTIONS

1. Collect your crates and dollies. Place 1st EMPTY crate onto crate dolly. Roll the EMPTY crate to the items to be packed.
2. Totally empty and pack the contents of all desks, credenzas, bookcases, storage cabinets, map/blueprint file cabinets, lateral file cabinets, and pedestals.
3. Pack office files and contents up to a half inch below the top of the crate. Crate flaps should be able to CLOSE COMPLETELY WITHOUT BOWING.
4. **Personal Items:** Take all of your picture frames, awards, certificates, bobble-heads, candy jars, and any other sentimental items home with you prior to the move.
5. Write your name on a piece of paper (or use a business card) and place it inside each crate before closing the lid in case your label on the crate should peel off and be lost.
6. Place 2nd EMPTY crate on top of the 1st (now full) crate, fitting it snugly between the interlocking notches. Repeat packing steps and pack 4 crates high per dolly. **DO NOT** exceed 4 crates high.
7. Labeling: Collect move labels from your move coordinator. Using a **black marker**, fill out label for your **DESTINATION** office. Place label on the end of the crate, not on top, and "dog ear" one corner of the label. This helps for easier label removal. Crates without labels **WILL NOT BE MOVED**.
8. **Unpacking:** Simply reverse the stacking process. Unpack from the top down and nest 1 empty crate inside another when finished. Leave the dolly under the nested stack for mobility.
9. **LABEL EVERYTHING THAT IS MOVING:** Place the labels in a highly visible area where they can be easily seen. Remember to "dog ear" the label.

COMPUTER RELOCATION

1. Place your keyboard, mouse, mouse pad, and cables in the Zip computer pouch provided. Place destination label on the OUTSIDE of the bag. Ziplock it closed. It will be moved with monitors and CPUs. **DO NOT PACK ZIP BAG IN CRATES.** Please leave on your work surface with the rest of the computer.
2. Move your laptop computers yourself.
3. Label each computer component (monitor, CPU, Zip bag) with your destination location as instructed by your move coordinator. Do NOT stick label to monitor face.



HOW TO PACK YOUR MOVING CRATE

AT ORIGIN

STEP 1:

- Place 1st empty crate on crate dolly.
- Roll crate to your area to be packed.

STEP 2:

- Fill the crate with personal contents.
- Make certain the lid closes completely.

STEP 3:

- Place 2nd empty crate on top of packed 1st crate.
- Repeat packing steps.
- Continue up to 4 crates per crate dolly.
- For your safety, please do not lift a packed crate.

STEP 4:

- Use a permanent black "Sharpie" to write destination info on labels.
- "Dog-ear" a corner of your completed label for easier removal.
- Place the moving label on the short end of the crate, not on the top.
- Place labeled & stacked crates in designated area(s).

AT DESTINATION

STEP 5:

- Roll packed crates to your area for unpacking.
- Empty the top crate, and set aside empty crates on dolly.
- Push emptied crates to central staging area for pick-up.

