

## PREPARATIONS FOR MOVING

### Packing boxes for shipment

Each program will be responsible for boxing all of their materials for shipment. Boxes are to be packed so that the top closes flat. Packing material will not be provided.

### Labeling for shipment

Colored labels may be used on all boxes and furniture during multi-program moves. When labeling items do not use Post It notes unless they are secured with clear tape. The labeling of all boxes shall be on the side of each box and shall identify the owner (contents is optional). Use only the color provided for your Program. Labels shall be filled out with the following information:

Program Name, Owner's Name , and Destination Room #

Labels on all other items shall be placed in a conspicuous place and each separate item or piece shall be labeled (i.e. each separate component of a personal computer shall have a label; keyboard, disk drive, monitors, etc., etc.)

### **ITEMS NOT LABELED FOR THE MOVE WILL NOT BE MOVED.**

**All unlabeled items will be sent to the furniture pool and may not be available for retrieval if assigned to another site or program.**

### File Cabinets

File cabinets may be left full **except** for the following:

**File cabinets made of wood and lateral files must be emptied.**

Move drawer pressure plated forward.

Locking files that should not be locked must have the lock taped open.

Label file cabinets that need to be set up in a particular order as follows:

- Label each cabinet with owner's name
- PLUS an alpha letter starting with A and going left to right (facing the files).  
i.e. JimSmithA, JimSmithB, JSmithC, JSmithD, etc., etc.

### Desks

Pack contents of desks in carton provided.

Place small items such as pens, clips, rubber bands, etc. in an envelope and place envelope into carton containing desk contents.

All items that will not fit into a carton should be bundled and tied or taped together and labeled.

Typewriters must be labeled separately from the desk with your name and number.

Glass tops on desk are to be labeled on the lower right hand corner.

### Refrigerators

Empty and defrost prior to moving day-**empty water collection pan.**

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### **Computers**

All cabling must be removed; if computer is unable to be boxed, **cabling should be boxed and shipped separately to avoid loss.** The operator may move computers with prior permission from administrator.

### **Printers**

Remove paper and all paper cassettes. If printer is unable to be boxed, all paper, paper cassettes and related paraphernalia should be boxed and shipped separately to avoid loss.

### **Copy Machine**

Service contractors must be contacted in order to prepare the machine for the move. This needs to be done prior to the move date. Pack all extra and detachable parts in moving cartons and label. Machines and cabinetry must be labeled separately for the move as well.

### **Personal Items**

Plants, knick knacks, pictures, posters, fish tanks, and all other non-district items will be the responsibility of the owner to move. The district will not assume responsibility for any non-district items that are lost or damaged in the move.

### **Storage Cabinets**

Empty cabinets and place shelves on the bottom of the cabinet.

Rolling storage: contents can be left inside, remove any breakable items and secure the doors

### **Bookcase/shelves**

Remove all items.

Remove adjustable shelves and tie or tape together and label separately.

Remove shelf pegs or brackets, in an envelope, then box and ship separately.

Any other questions regarding packing or labeling should be directed to Tony Boyd Acting Lead Truck Driver, 8583496.8042 aboyd1@sandi.net