

# Hints for an Efficient Office Move



Experience has taught us that thorough pre-planning will eliminate confusion and reduce downtime for your business. Plan to have an organizational meeting between your supervisory personnel and our moving consultants. This way, we can create a game plan that will be understood by all parties.

**Routing within your building management and security must be made aware of your move to prevent misunderstandings. Usually, office buildings will have specific loading and unloading areas that are reserved ahead of time.**

Disassembly General office equipment such as telephones, lamps, computers, etc., must be disconnected before our movers arrive. Additionally, if you have some special equipment, large business machines or furniture that require disassembly to clear existing openings or to prevent damage, please make advanced arrangements with Pacific Transfer so we may plan for such items.

## **Packing**

Small items, the contents of desk drawers, bookcases, storage cabinets, shelving, work benches, and drafting tables should be packed in sturdy boxes, taped closed and clearly marked. All delicate materials should be marked FRAGILE to assure special handling.

- Vertical file cabinets will be moved with the contents intact. Lateral file cabinets need to be emptied. To prevent your files from falling out within the cabinet, the file holder in the back of the drawer should be securely tightened. This does NOT apply if the cabinet needs to move up or down a set of stairs.
- Map cases, drawing and tracing files must be moved on end. To prevent any slippage of contents, balled newspaper should be stuffed in the drawers.
- Computers, printers and small business machines should be properly marked, disconnected and left on desk tops.

## **Marking**

A uniform system of marking should be used to facilitate proper delivery and placement of your goods. If more than one office section is involved, color coded markings should be used to identify each section. By tagging or marking each piece or box, no matter how small, you will prevent misplacement at your new location.



## Hints for an Efficient Office Move (continued)



- Containers should be marked in two (2) places – top and end.
- Filing cabinets should be marked above the top drawer.
- Desks and tables should be marked on the top surface.
- Chairs should be marked on the back rest.

### Logistics

- To expedite quick and accurate handling at your new location, place identification signs at the entrance of each room so we know where to move your corresponding boxes.
- If time permits, placing marks on the floors at your new location will help to indicate the position and placement of items in the new office. This tip will mean that your movers will require less supervision and your items will be placed in the general locations where they will be used.
- A company representative should always be present at the new location with the furniture layout or drawings to direct proper placement.
- A company representative should remain at the loading point to prevent the possibility of error in taking the wrong items or leaving anything behind.

