

Suggestions for Labeling

Color Code and number every item that is to be moved indicating where that item is to be placed using a magic marker or 24 pt. or larger bold type. Use self-adhesive labels do not use post-its or scotch tape.

Example:

EMPLOYEE:

ZONE COLOR:

CODE NO.

PROJECT MANAGER:

Affix all labels in the same place on the boxes and easily visible to the movers. Place labels on the front of file cabinets. Have your new space color zoned on the layout board and a code number for each office and workstation.

Fill boxes as completely as possible without overstuffing. Partially packed boxes could easily be crushed in the move. Do not stack boxes and cartons on top of furniture, or furniture on top of boxes and cartons. Cartons and boxes are usually moved first. Be sure that all boxes close flat. Make sure that every item has a tag and that the an outline of color zones and number coding is distributed to your entire staff.

Special
e crates
(your best choice
for economical
storage)
Just \$2/Day!!!



SAVE YOUR JOB!

According to a study of the International Facilities Managers Association:

“Two-thirds of those responsible for their company’s relocation either lose their jobs or are demoted after the move.”

**Source: IFMA Journal Article 1989
“Making A Move That won’t Mean Your Job”
by Robin Stem and Bobbie Gordon**

**Contact us Today For a
Free Consultation!**

OfficeMakers™

1455 W. Sam Houston Pkwy N.

Tel: (713) 461-1277

Fax: (713) 461-1270

Email:

jmingus@officemakers.com

www.officemakers.com

OfficeMakers™

Packing & Labeling Guidelines

**Labels Are
Your Roadmap to Relocation**

The system you use to label and tag your items is going to determine the efficiency of your office move and have a profound impact on cost! Our Project Managers are well-trained and experienced professionals with a background in developing and implementing a logical, well-organized and efficient labeling method, which will include color coding and numbering specific to the needs of your company.

Movers will relocate items according to the color code and number assigned. Remember, your move will be priced at moving each item once, so correct labeling is crucial to meeting your relocation budget!

Your OfficeMakers Project Manager will create a system for you based upon your floor plan; taking into consideration multiple entrances, floors and hallways in order to keep the move going in a constant and cost-effective method.





Call Us Today
713.461.1277

PACKING SUGGESTIONS

ITEM	LABEL SUGGESTIONS
All Office furnishings to be moved.	Label everything!
Bookcases (48" or higher)	Label on Upper Right Front Surface
Bookcases (48" or shorter)	Label on Top Right Surface
Bookcase contents	All contents must be packed and placed in cartons.
Bookcase w/Removable Shelves	Label each shelf on top right surface.
Bookcase pegs	Tag and bag with label affixed to outside.
Boxes	Label on both ends – upper right side. Do not label on top! Fill as completely as possible without over-stuffing. Boxes must close flat. Remember that partially packed boxes may collapse
Cables/Keyboards	Will be placed in special bins – make sure label is affixed.
CD's	Pack separately – be sure to label each CD and package carefully. Be sure to back up all work before disassembling computer.
Chairs	Label on base – do not attach to upholstery.
Computer Screens	Check with you IT Department as to best recommendation.
Computer Terminals	Use Scotch tape (or check with your IT Department).
Computers	Label each piece of equipment –do not pack (will be packed in special bin for relocation)
Credenzas	Label on Top Right Surface. Credenzas are moved on "end" so entire contents must be emptied.
Desks	Label on Top Right Surface. Desks are moved on "end" so entire contents must be emptied.
Desk Contents	Pack entire contents of desk. Place loose items such as pens, clips, etc. in an envelope, label and place in carton
Desk Glass Top	Leave on desk for movers to handle.
Electronics	Label each piece of equipment – do not pack (will be packed in special bin for relocation)
File Boxes	Label on both ends of carton – all in same place, such as upper right hand corner (be careful not to interfere with the handles)
File Cabinets	Label on Front – upper right front.
Files – Flat (drawing and map files)	Label on upper right front corner (or top drawer).
Files – Lateral	Label on Front – upper right . Only the bottom one or two (ask your Project Manager) drawers may have files left in them, all other drawers must be packed. ***Note: make sure that the cabinets are not being reassigned to another area/employee.
Files – vertical	Label on Front – upper right. Vertical files may be left in cabinet unless otherwise directed by Project manager.
Fragile Items	Label Fragile and check with your Project Manager as to whether tissue paper or Styrofoam peanuts are needed.
Furniture Casters	Remove, bag and label with identical code to matching item.
Keys	Place on labeled wire tag with description and Zone/Code Number of Lock Item.
Photocopy Machine	Review contract and check with manufacturer – may need servicing before and/or after the move in order not to void warranty. Remove all toners and liquids prior to moving.
Pictures, Bulletin/White Boards and Wall Hangings	Remove from wall and label (provide a duplicate label to the Project Manager for the movers when they wrap and pack
Plants	Check with Project Manager.
Printers	Remove cartridge – do not pack (will be bagged and packed in special bin for relocation)
Rugs	Have labeled tag available for mover. Will be rolled and bound by mover.
Safes	Check with Project Manager
Sofas	On base/legs (lower right) – do not attach to upholstery.
Sofas fully upholstered	Pin label on lower right base.
Steel Shelving	Disassemble and bag and tag each component according to Project Manager's direction.
Storage Cabinets	Label on upper right hand corner.
Tables	Label on Top Right Surface
Wastebaskets, in-out boxes, desk accessories	Place label in a visible area or pack in labeled box
Work Benches	Label on Upper right corner of surface.

During a move, your company is out of business! Let OfficeMakers™ get you back in business ASAP! Make a good decision for your business, call OfficeMakers™ to handle your move today! **Tel: 713.461.1277**