

LAUSCH'S

MOVING & STORAGE

INC.

*Thank you for choosing
Lausch's Moving & Storage, Inc.*

The information in this packet has been provided with the intention of educating you and your employees on how to properly prepare for your upcoming move. Please read carefully and ask as many questions you would like – we are here to ensure your move goes smoothly and without incident.

GENERAL INFORMATION IN PREPARATION FOR MOVE

SUPERVISORS: It is your responsibility to coordinate this move with your employees. Please pass on copies of any instructions you feel may be helpful to them.

Be sure to contact all service providers and utilities prior to the move date to ensure your move goes smoothly and you are open for business as soon as possible following the completion of the move.

REMEMBER

All packing must be completed prior to the start of the move!

Only personnel directly involved with the move should be present during the course of the move.

With proper preparation you should be up and open for business the day following your move.

AFTER THE MOVE

YOUR FIRST CONCERN: Your first concern will be to get unpacked and back to a normal operating routine as soon as possible.

AFTER UNPACKING: As soon as you have completed unpacking, break the cartons down and place them area for removal from the offices. We will collect and remove your used cartons for you – but be sure to call for collection only after all cartons have been unpacked as we will make only one such trip.

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MOVING CHECK LIST

- ✓ Desk empty?
- ✓ Supply cabinets cleared?
- ✓ File drawers locked?
- ✓ Wall items taken down?
- ✓ Breakable items/liquids properly packed and clearly marked?
- ✓ Office machines disconnected and packed?
- ✓ "Do not move" labels placed?
- ✓ Liquids drained from equipment?
- ✓ Loose casters removed?
- ✓ Desk pads and chair pads tagged?

NOW TAKE ANOTHER LOOK AROUND

- ✓ EVERYTHING tagged and marked?
- ✓ Condition of furniture and equipment carefully checked?

NOTES:

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PACKING INSTRUCTIONS

1. **PERSONAL ITEMS:** We cannot be responsible for your personal possessions (including but not limited to: legal papers, money, lighters, fountain pens, valuables, etc.). For your own protection, we suggest you move these items privately. If you need special containers, ask your moving consultant.
2. **CARTONS:** Be sure that all cartons are properly assembled and packed. Leave a two inch space at the top of each carton. We have special cartons available for electronic equipment, libraries, bulk supplies, lamps, and other breakables. If you require special boxes or packing services, ask your supervisor to advise your moving consultant.
3. **DESKS:** Pack ALL contents before movers arrive. This includes current working papers, letter trays, books, and other desk top items.

IMPORTANT! Seal paper clips, pencils and all other loose materials in envelopes and then pack them in cartons. Protect all breakable items with packing paper or other padded materials. Leave glass tops and pads on top of desk for mover.
4. **FILING CABINETS:** To move with contents intact, tighten internal drawer plate to hold contents in place.

Remember: fire files completely empty, vertical files full with files/paper only, lateral files empty except bottom two drawers – again with only files/paper.
5. **SECURITY FILES:** All files should be locked prior to moving. If security regulations necessitate escorts, advise your moving consultant immediately.
6. **SUPPLY OR STORAGE CABINETS:** Pack all contents in cartons. Cabinet drawers/doors should then be locked, taped, or tied.
7. **BOOKCASES:** Remove and properly pack all contents.
8. **COAT RACKS AND LOCKERS:** Remove and properly pack all contents.
9. **OFFICE MACHINES:** Contact service provider to find out if special arrangements/preparations must be made before the equipment is moved. Remove any liquids. Disconnect and pack all wires.
10. **PICTURES, MAPS & BULLETIN BOARDS:** If secured, remove these items from wall. Tag each piece and place them on end, back-to-back in carton. If the item does not fit into a carton, lean it against the wall and the movers will take it from there. Consolidate small pictures in cartons and cushion with packing paper or other padded materials.
11. **PLANTS** (live or artificial): Since we are not responsible for the safe transportation of plants, employees must arrange for other methods of transportation.
12. **MISCELLANEOUS**
 - a. Desk letter trays: Empty papers and pack in correctly marked cartons.
 - b. Furniture casters: Remove loose casters and pack in cartons.
 - c. Odds & ends: Pack desk clocks, calendars, rubber stamps, bookends, etc. in cartons or if special packing is required notify your moving consultant in advance.
 - d. Electronic and telephone service equipment: Utility service providers will have to be contacted to arrange for disconnection and reconnection of such items. We cannot be responsible for these items.

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OFFICE & INDUSTRIAL MOVING INSTRUCTIONS

We can best serve you efficiently during your move if you carefully follow these instructions. (See other side for examples)

Employee Name: _____

Label Color: _____

Number: _____

Placement of your office furniture at the new location is
***DONE BY NUMBER –
NOT BY NAME.***

Items without a label will not be moved.
Lausch's will provide you with the labels and tags.

MARKING – Label each item. If an item must be dismantled to be moved, be sure to tag all parts. *Example:* a secretary desk with return. Also, label ALL small items (including but not limited to) trash cans, shredders, lamps, etc.

DESK – Label the desk on the top surface.

1. Your desk must be completely empty. It likely will need to be turned on end during the move therefore before the movers arrive you must empty and properly pack all contents in a clearly labeled box.
2. Take special care when packing breakable items and liquids (including but not limited to inks, glue, etc.) Be sure to make sure all lids are fastened properly and tight. Be sure to clearly mark the box as containing liquids and which direction is up.
3. Remove and pack all desktop items before the movers arrive.

GLASS TOPS ON DESKS – Place label on lower right-hand corner and remove all papers from under the glass.

FILING CABINETS – Place label on top drawer. The contents of fire-proof files must be completely removed and packaged. You may leave vertical files full of files – but remove all items that are not files/paper. Lateral files must be emptied except for the bottom two drawers, again leaving only files/paper in the drawers.

BOOKCASES – Place label on either side or on the top. All contents should be removed and properly packed before the movers arrive. Tag contents same as bookcase.

LARGE METAL SUPPLY CABINETS – Place label on front near upper right-hand corner. All contents should be removed and properly packed before the movers arrive. Tag contents same as cabinet.

OFFICE MACHINES

1. Computers: Disconnect all cables and package in a box (tagged to the appropriate desk). Package each component separately and properly secure item in the box – using packing paper/bubble wrap, etc. Tag item as fragile and identify which way is up.
2. Copiers: We recommend you contact your service company to find out if the copier requires any special preparation before the move. If there is liquid toner in the copier, the toner must be removed before the move. Disconnect all wires (if possible). Place the label on the top or front of the machine.

PACKING CONTAINERS – Place label on either end – not on top. Containers are stacked when moved therefore DO NOT over-pack or under-pack any box. Boxes containing fragile items must be clearly marked.

MISCELLANEOUS

1. Don't forget to tag chair seat and pad, carpet protector, trash cans, etc.
2. Labels are easily removed when move is completed; because of this they will not adhere to some surfaces – if necessary place piece of scotch tape over label.
3. We are not allowed to remove items attached to walls; detach items and label before movers arrive.
4. If you have any questions contact your supervisor.
5. All computers, telephones, copiers, or other machines which require servicing should be disconnected and ready to move before movers arrive. We are not responsible for disconnection or reconnection of such items.