



Facility Move Guide and Packing Instructions

Updated: December 12, 2019

General Information

1. Assign a designate from your area/room/department to act as your Move Coordinator for the relocation. The Move Coordinators must be familiar with your existing and future setup, know which items are moving, and to where each item is being relocated. It is essential that the Move Coordinators be assigned to work as Move Coordinators on your scheduled move days.
2. All relocating items must be labeled with appropriate move labels. Ensure that the correct new floor and room number are clearly displayed on the move label.

Packing Instructions

Packing Instructions & Materials

A. Move Labels

1. All items to be relocated must be labeled.
2. Your area/room/department will be required to identify and properly label all items to be relocated to the new location with the provided move labels.
3. Use only the color-coded labels provided by COR-O-VAN (Move Company).
4. Label items for **RELOCATION AND IMMEDIATE USE** with a **BLUE** colored label.
5. Label items for **STORAGE** with a **GREEN** colored label. These items will be stored and not accessible until a later date.
6. Label items for **DISPOSAL (TRASH, RECYCLING, DONATION)** with a **BROWN** colored label. Items with a BROWN label will not move; these items will be decommissioned post-move.
7. It is imperative that labels be correct, legible, and concise.
8. Items that need to be disassembled for move will require one label on each piece.
9. Only the provided move labels are to be used.
10. If an item does not have a completed move label, the item will not be moved.

B. Move Label Instructions

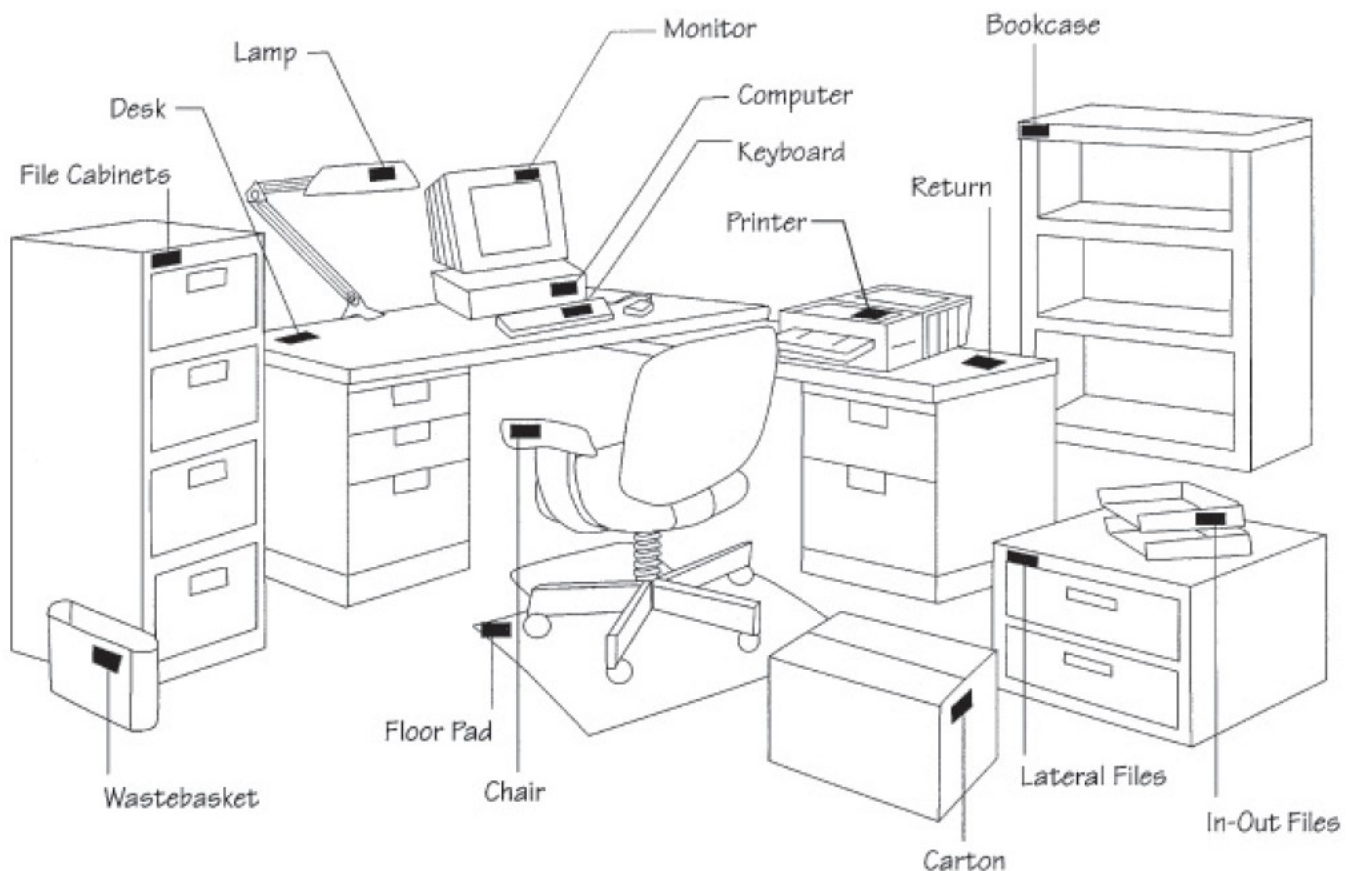
1. Labels will be provided to each area/room/department.
2. Using a black felt-tipped marker, print the requested information in the fields on the provided move labels using large, legible numbers and lettering.
3. Refer to sample move label below:

COR-O-VAN MOVING & STORAGE www.corovan.com		
FLOOR	ROOM	PIECE

C. Placement of Move Labels

1. Move labels should be applied to equipment in a visible and consistent location.
2. Please refer to the table and diagram below indicating the location in which move labels should be applied to each equipment type.

Equipment Type	Label Location
Move Boxes	Sides (Not on Lid)
Filing Cabinets / Shelving Units	Front, Top Left-Hand Corner
Computer (CPU)	Surface Top, Right-Hand Bottom Corner
Computer Monitor	Either Side or on the Base (Not on Screen)
Printers / Scanners	Front



Private Offices, Workstations and Common Areas

A. Desks

1. Completely pack the contents of every desk.
2. Place loose items such as paper clips, pens or rubber bands in an envelope and place in a carton.

3. Remove all pencil trays, stationery slots, calculators, etc. from the desks and pack in a carton.
4. Also be sure to pack all file drawers and desktop items.

B. Bookcases

1. All bookcases will require packing and their contents must be placed in cartons.
2. Make sure any sliding drawers are secured with tape.

C. File Cabinets

1. If you are moving an existing file cabinet:
 - a. Lateral file cabinets
 - All drawers except the bottom 2 drawers will need to be completely emptied of all contents prior to the scheduled relocation.
 - Contents should be packed into the provided move boxes.
 - File cabinets and move boxes need to be labeled with the provided move labels.
 - b. Vertical file cabinets
 - Narrow vertical file cabinets will not have to be emptied.
 - File cabinets need to be labeled with the provided move labels.
2. If you are moving the file cabinet contents to a new filing cabinet, you must empty your existing cabinet and pack the materials in the provided move boxes.

D. Personal Belongings

1. Personal items should be taken home prior to your area/room/department's scheduled move. COR-O-VAN cannot be held liable for any damages or loss that may occur to personal property. Personal belongings can be brought to your new space post move.
 - a. **Plants**
 - Plants will not be moved by COR-O-VAN and should be taken home prior to your scheduled move.
 - b. **Electronics**
 - Occupants should take home their laptops, cell phone chargers, headsets, and personal electronics
 - c. **Appliances**
 - Space heaters, fans, water coolers and personal refrigerators are not to be moved. COR-O-VAN will not move these items.
 - d. **Wall-hung Items**
 - Wall-hung items will not be removed or relocated by the vendor.

E. Frequently Overlooked Item

1. Waste Baskets
2. White Boards
3. Artwork
4. Desk Pads
5. Chair Mats

Equipment

A. Items to consider when relocating equipment:

1. How and Who will prepare the equipment?
2. Who will actually move the equipment?
3. What is the priority for the equipment to be moved?

B. Specialty Equipment

1. Department is required to make arrangements for any specialty/vendor relocatable equipment to be relocated with the applicable vendor prior to the scheduled move date.
2. Any equipment remaining on the move day will be relocated by the moving company. The moving company will not be responsible for packaging/crating or re-calibrating any equipment.

Computer Equipment & Telephones

A. Computer Labeling

1. Occupants will be responsible to label computers, monitors and docking stations
2. Occupants should take home their laptops, cell phone chargers and headsets

B. Computer Cables and Peripherals

1. COR-O-VAN will provide re-sealable plastic bags for computer cables and peripherals.
2. Occupants are responsible for placing a label (marked with the workstation number) on a re-sealable plastic bag for each relocating computer
3. Occupants shall pack the computer cables and peripherals in provided bag for relocation. This includes the keyboard, patch cables, power cords, mouse, mouse pad and speakers. Bags need to be labeled to identify corresponding computer and monitor(s).
4. A separate bag will be used for each computer to help ensure that all parts of the computer reach their final destination. Label needs to identify corresponding monitor(s) and peripherals.

C. Computer Disconnect / Reconnect

1. Occupant must disconnect and reconnect all desktop computers, monitors, phones, printers and copiers. If occupant is not comfortable doing so, they must contact IT.

D. Physical Relocation of Devices

1. Desktop computers, monitors and the re-sealable computer bags containing peripherals will be relocated by the move company according to the move schedule. The move company WILL NOT disconnect or reconnect any devices
2. Desktop phones will be relocated with the computer cables and peripherals by the move company.
3. Printers will be disconnected by occupant and relocated by the move company.
4. Copiers and Multi-Function Printers will be relocated by the appropriate vendor to predetermined locations.