

# Specialist

## Office Services

### ADVICE AND INSTRUCTIONS FOR YOUR MOVE

This document is designed as a brief guide for staff. Should you have a question that is not answered by this document, please contact Farley at SOS. The appointed removers are Specialist Office Services Ltd who will supply the crates and labels

### PACKING CRATES

Crates, along with removal labels, will be delivered a few days in advance of the moves. The small crates are for your personal desk contents and general cupboard contents. The larger crates PC's only. You will need to pack all your own desk and storage contents.

### LABELS & MOVE NUMBERS

To simplify the accurate transfer of your effects, each desk and cupboard has been allocated a number and label colour as per the attached list. In order to ensure that your crates, and effects reach the right destination it is essential that all items to be moved bear a label of the correct colour with the number of the appropriate desk or filing cabinet written clearly on it. If possible, use a black marker pen as it is easier to read than biro.

### LABELLING

If, for example, your new desk number is 16, the removal labels you attach to your crate, computer equipment and effects should look like this:

Specialist Office Services Ltd	
Desk 16 John Smith	Logistics

When packing filing into crates remember that it is always easier to pack from the top left hand of a cupboard. This is typically for health and safety reasons but makes unpacking easier too. Each row should be labelled A to Z from top to bottom and the label should appear as below.

Specialist Office Services Ltd	
Cupboard 1 Row A	Administration

Crates should be labelled at each short end as shown in the example below:



## PACKING TIPS

- pad out partially filled crates with waste paper; this saves items moving around in transit
- place smaller items from desks into envelopes; this will save the bottom of your crate becoming awash with paperclips etc.
- **make sure you can close the crate lid comfortably** - if you cannot close the lid properly the contents could fall out or get damaged when another crate is stacked on top
- **Do not over fill the crates as if you cannot lift it, we may not be able to either!!**

## COMPUTER EQUIPMENT

Please ensure that your PC is switched off before the move. Please remove any personal items attached to your PC or monitor, such as photographs.

Please ensure that all components are labelled.

Only items with a removal label affixed to them will be moved. PC's require two labels please.

## TELEPHONES

PLEASE ENSURE THESE ARE LABELLED IF THEY ARE GOING

## DESK TRAYS

Desk/filing trays, if moving, should be dismantled and packed into your personal crate.

## OTHER ITEMS

Furniture may or may not have to be flat packed to move. Please ensure all drawers are empty unless agreed with the Move Co-ordinator as the contents good get lost or damaged during the move. Any miscellaneous items including your chair not mentioned above that are to move should be labelled by you with your move number. If you are in doubt whether an item is scheduled to move, please consult your Move Co-ordinator.

## PACKING & UNPACKING

Staff will be responsible for packing and unpacking both their own desk contents and personal filing.

On arrival on the day following your move, please unpack as quickly as possible to ease the congestion caused by crates.

## PERSONAL ITEMS

Please remember to take personal items (including plants/pictures) home before the move.

## NO LABEL, NO MOVE

Please ensure that all items are labelled correctly on packing day as unlabelled items will not be moved. This is to minimise delays at your new site.