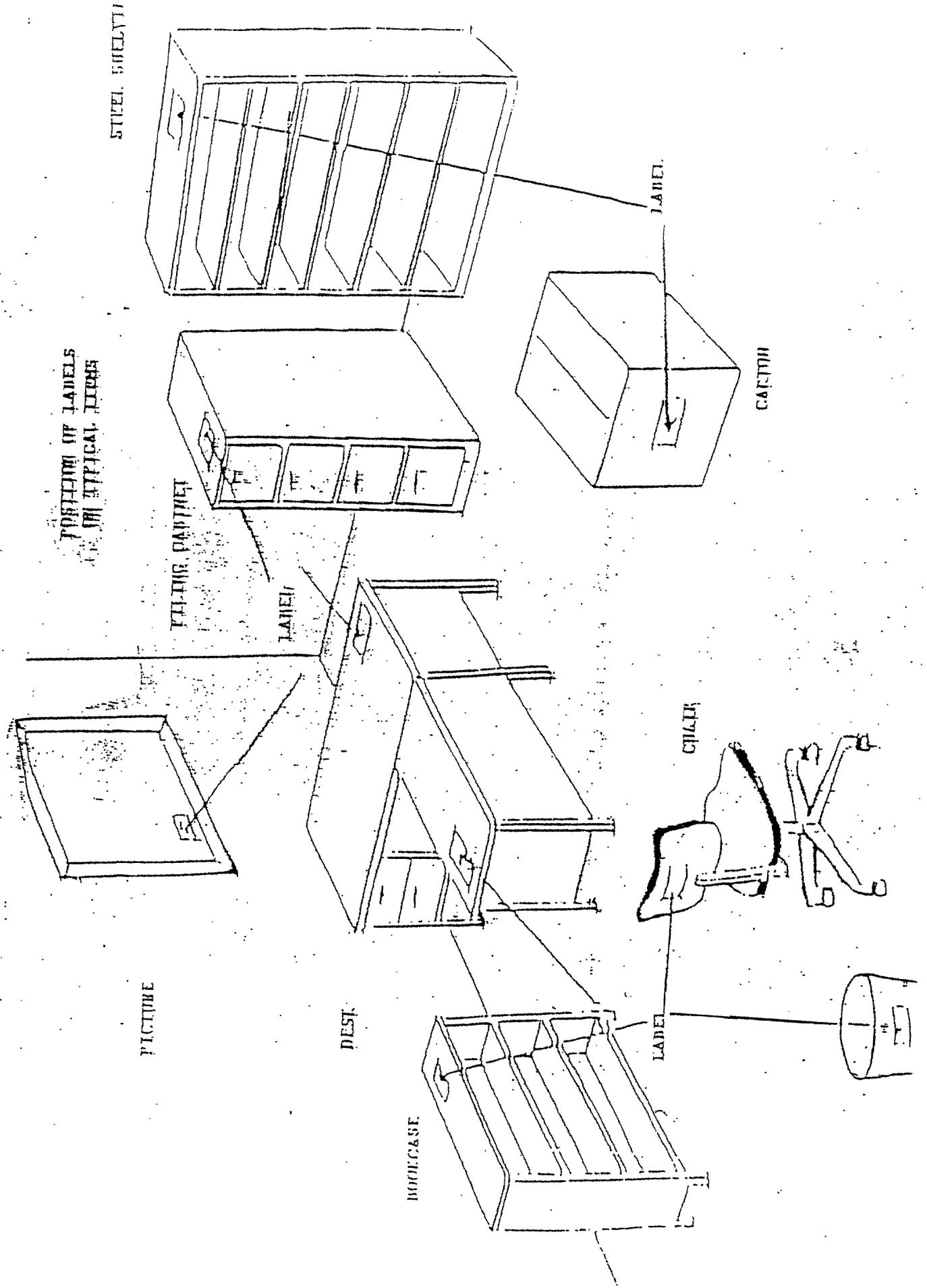
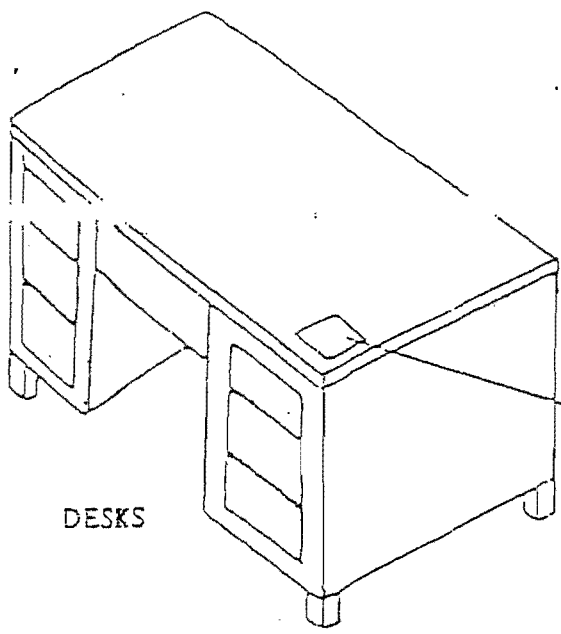
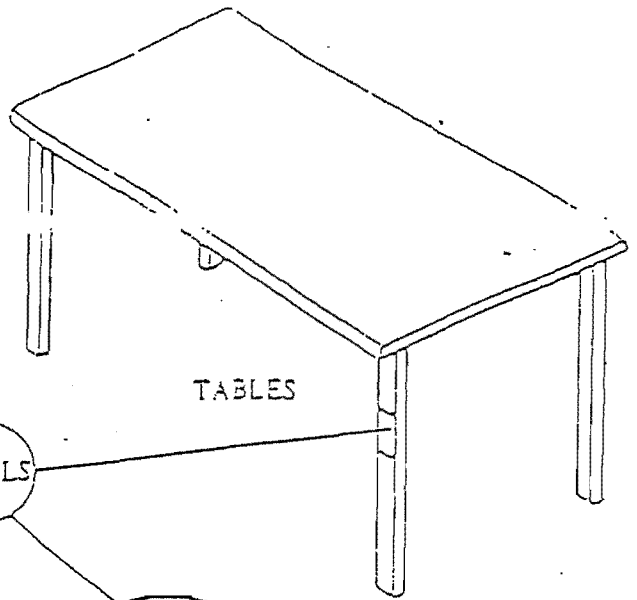


LABEL PLACEMENT



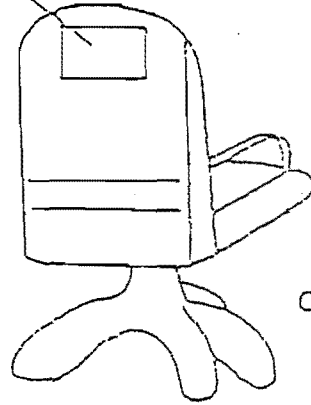


DESKS

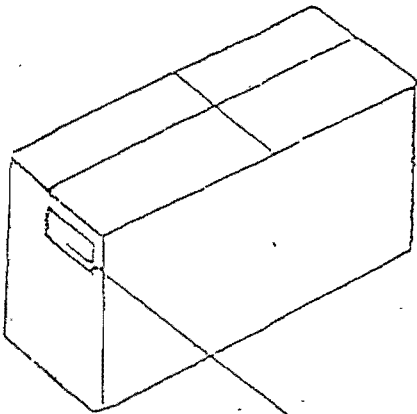


TABLES

LABELS

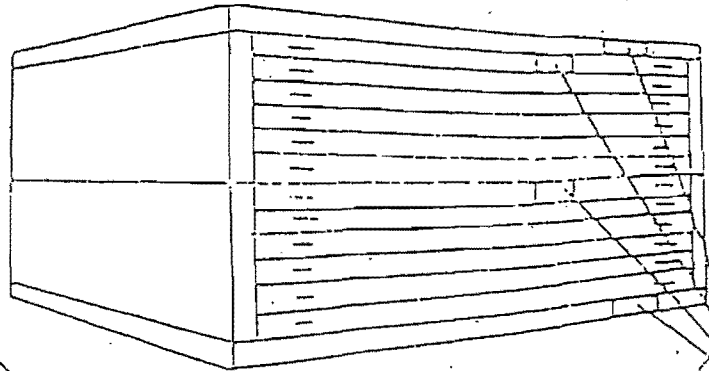


CHAIRS (ALL TYPES)



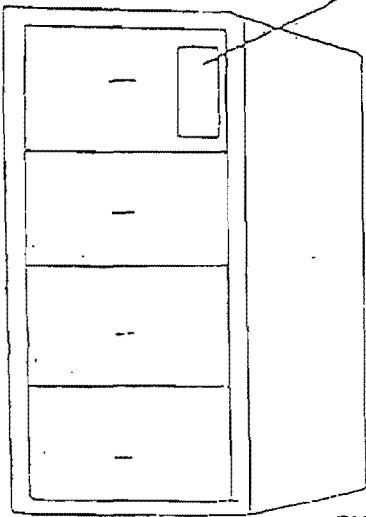
CARTONS & TRANSFILES

LABELS

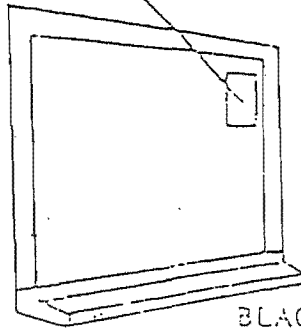


FLAT (HAMILTON) FILES

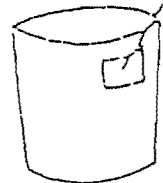
LABELS



FILE CABINETS



BLACKBOARDS



DO NOT "NEST"
WASTEBASKETS

LABEL PLACEMENT

GENERAL INSTRUCTIONS FOR OFFICE RELOCATIONS

Labeling of items:

- _____ All items to be moved must be labeled
- _____ Everyone will be given appropriate labels
- _____ Non-labeled items will be left behind
- _____ Multiple pieced items must have a label on each piece
- _____ Labels should be placed according to attached diagram

Packing of cartons:

- _____ All contents must be packed
- _____ All cartons must be labeled on the side of carton
- _____ All cartons must be labeled on the side of carton
- _____ Cartons packed in individual work area or offices should be marked, 1 of 5, 2 of 5, etc., to assure that each person receive the correct number of cartons or pieces
- _____ Typewriters and CRT's do not need to be packed, but must be tagged

Additional information:

- _____ Personal items should be taken home prior to move
- _____ Electrical cords should be unplugged and wrapped
- _____ Small pictures/Artwork should be packed
- _____ Small plants should be hand carried by employee
- _____ Lock file drawers if possible – do not use tape
- _____ Empty trashcans that are to be moved prior to move
- _____ Stack cartons in office/work area with labels facing out on the same side
- _____ Furniture will be placed at the new location according to the layout submitted
- _____ Additional movement of placed furniture at destination may result in additional charges