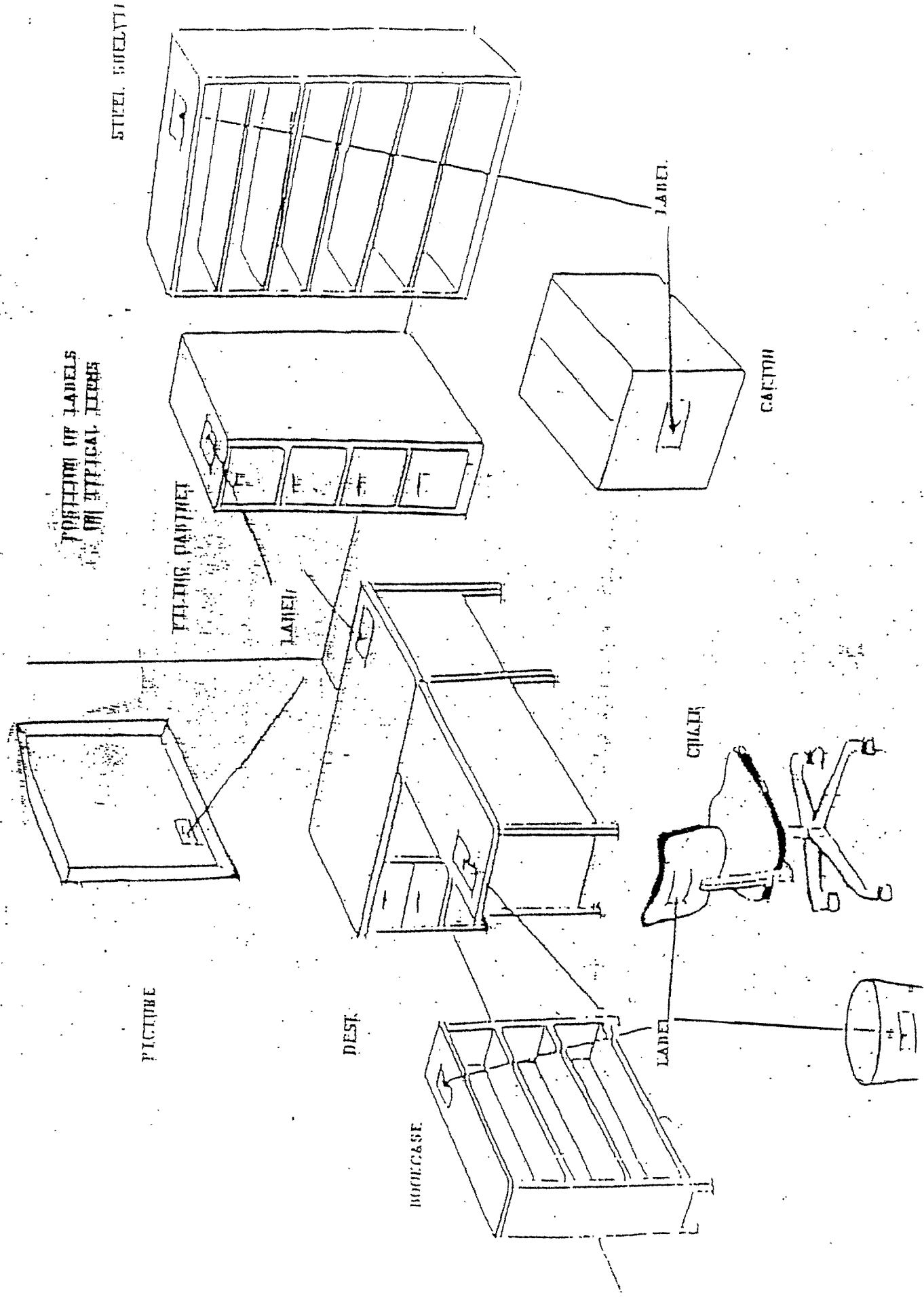
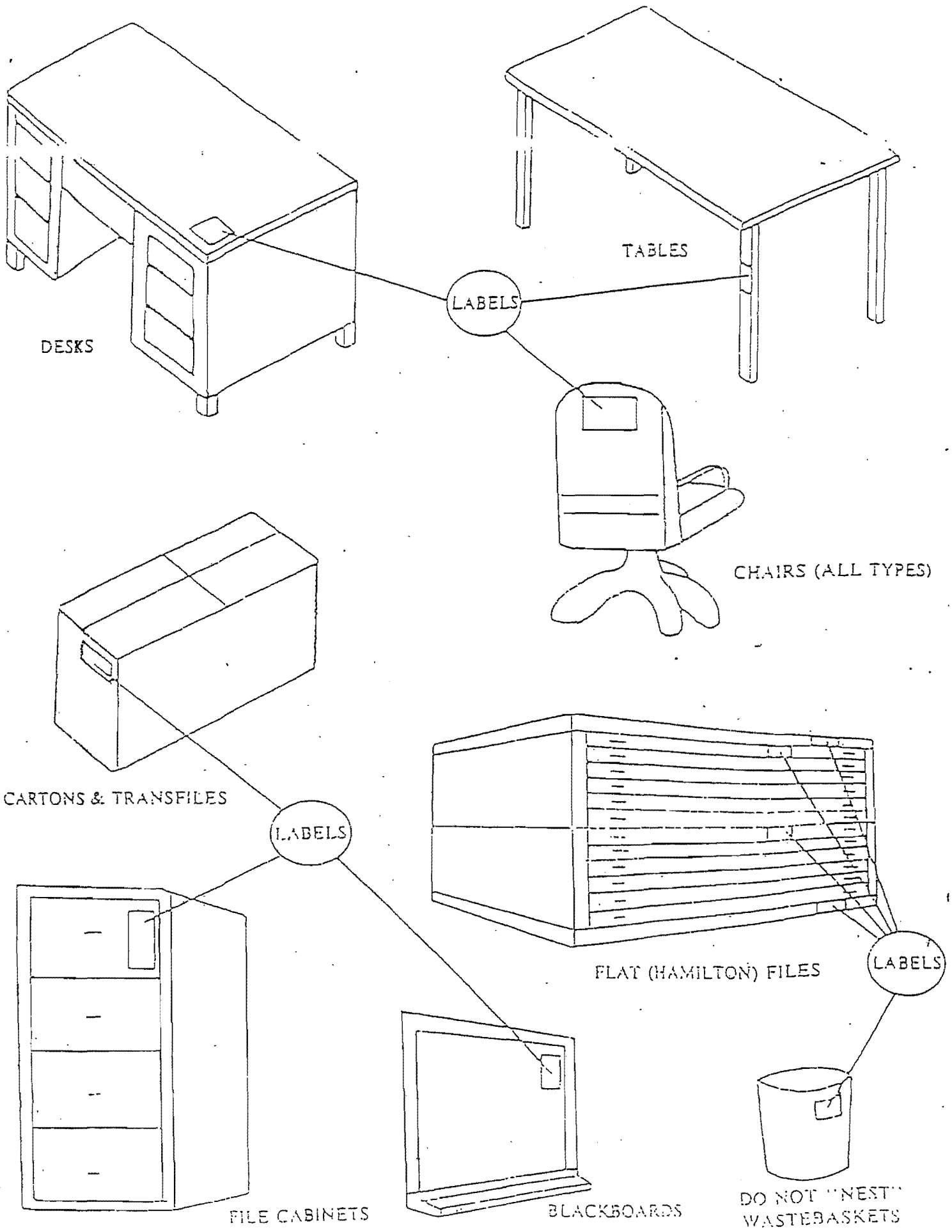


# LABEL PLACEMENT





## 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