

OFFICE MOVING GUIDE

*for
employees*

CLARK
MOVING & STORAGE, INC.

3680 Buffalo Road
Rochester, NY 14624
(585) 594-5000

PREFACE

The following information and instructions contained in this Guide have been prepared to make the packing and moving easier for our employees and to reduce unnecessary delays. Following these instructions will help for a smooth and efficient transfer to our new location.

I *General Information in preparation for the "move"*

1. SUPERVISORS:

It is your responsibility to have your staff follow these instructions. Be sure that all employees in your department or section receive this Office Moving Guide. Personnel will be functioning in the new offices on a normal basis immediately after reporting to work, if the move is properly preplanned.

2. EMPLOYEES:

You will be responsible for your own packing before the actual move. Follow the instructions contained in this booklet. They will be of assistance to you, not only before the move, but when you unpack at the new offices.

*All Packing Should Be Completed Prior To
The Start Of The Actual Move.*

IMPORTANT:
ONLY PERSONNEL DIRECTLY
INVOLVED WITH THE RELOCATION
SHOULD BE PRESENT
DURING THE COURSE
OF THE MOVE.

PACKING INSTRUCTIONS

II

1. PERSONAL ITEMS

Clark M&S *cannot* be responsible for your personal possessions, such as legal papers, money, lighters, fountain pens, etc. For your own protection, we suggest that you move these items privately. If you need special containers, ask your Relocation Consultant.

2. CARTONS

Be sure that all cartons are properly assembled. Leave a two inch space at top of each carton. The mover has special cartons and boxes available for electronic equipment, libraries, bulk supplies, lamps and other breakables. If you require special boxes or packing services, ask your supervisor to advise the Relocation Consultant.

3. DESKS

Pack all contents. This includes current working papers, letter trays, books and other desk top items.

IMPORTANT

SEAL PAPER CUPS, PENCILS AND ALL OTHER LOOSE MATERIALS IN ENVELOPES AND THEN PACK THEM IN CARTONS. PROTECT ALL GLASS RECEPTACLES WITH PAPER OR OTHER STUFFINGS. LEAVE GLASS TOPS AND PADS ON TOP OF DESKS FOR THE MOVER.

4. FILING CABINETS

Move with contents intact. Tighten the internal drawer plate in each drawer to hold contents in place.

PACKING INSTRUCTIONS

5. SECURITY FILES

All files should be locked prior to moving. If security regulations necessitate escorts, advise the Relocation Consultant and he will make arrangements with the mover. Security files may then be consolidated and moved on one or more vans as required.

6. SUPPLY OR STORAGE CABINETS

Pack all contents in cartons. Cabinet doors should then be locked, taped or tied.

7. BOOK CASES

Remove all books and pack in cartons.

8. COAT RACKS OR LOCKERS

Pack all items and contents.

9. OFFICE MACHINES

Do Not Pack These Machines!

Leave the machines on top of their desk or stand. Pads and covers for machines should be placed in a carton. Mover will give particular attention to all these units.

10. KEYS

Where locks and keys are available for any items being moved, keys should be wire tagged and coded to the locks they fit and packed in a safe place.

11. PICTURES, MAPS & BULLETIN BOARDS

If secured, remove these items from the wall. Tag each piece according to Tagging Instructions: place them on end, back-to-back in carton. If the item does not fit in a carton, lean it against the wall and the mover will take it from there. Consolidate small pictures in container. Cushion with packing material. i.e. newspaper.

PACKING INSTRUCTIONS

12. SPECIAL EQUIPMENT

Professional servicing may be required for copier or other data processing equipment. This service is available from either Clark M&S or the manufacturer's service department. If you require electricians, plumbers or machinists, the Supervisor should advise the Project Manager well before the moving date.

IMPORTANT:

ALL EQUIPMENT CONTAINING LIQUID MUST BE DRAINED PRIOR TO MOVE.

13. PLANTS (LIVE OR ARTIFICIAL)

Since the mover is not responsible for the safe transportation of plants, employees must arrange for other methods of transportation.

14. MISCELLANEOUS:

Desk Letter Trays - Empty papers and pack in correctly marked cartons. Furniture Casters - Remove loose casters and pack in cartons. Odds & Ends - Pack desk clocks, calendars, rubber stamps, bookends in cartons or if special packing is required. Consult your Relocation Specialist.

Electronic And Telephone Service

Equipment - Utility servicemen will have been notified in advance of this move.

Remember, telephone servicemen are required to disconnect phones secured to desks.

TAGGING/MARKING

III

1. MOVING LABELS

Assorted colors are available for your tagging requirements. (See illustrations.) Obtain your specific code assignments for floor, room, number, etc. from your Project Manager. Carefully print your identification code in large letters with a magic marker before placing tags on items to eliminate damage.

2. SPECIAL TYPES OF FURNITURE

- Such as "L" desks and conference tables may need to be dismantled. If so, be certain that all sections of the pieces of furniture dismantled have the same tag color and code information.

3. TAG PLACEMENT

Please follow the illustrations on the following pages in order to place coded tags in a uniform manner. The mover requires this uniformity to quickly and efficiently replace your furniture and equipment in the new location.

TAGGING/MARKING

CLARK MOVING & STORAGE, INC.
3680 BUFFALO ROAD
ROCHESTER, NY 14624
585-594-5000

FLOOR

ROOM

PIECE

SAMPLE OF MOVING LABEL

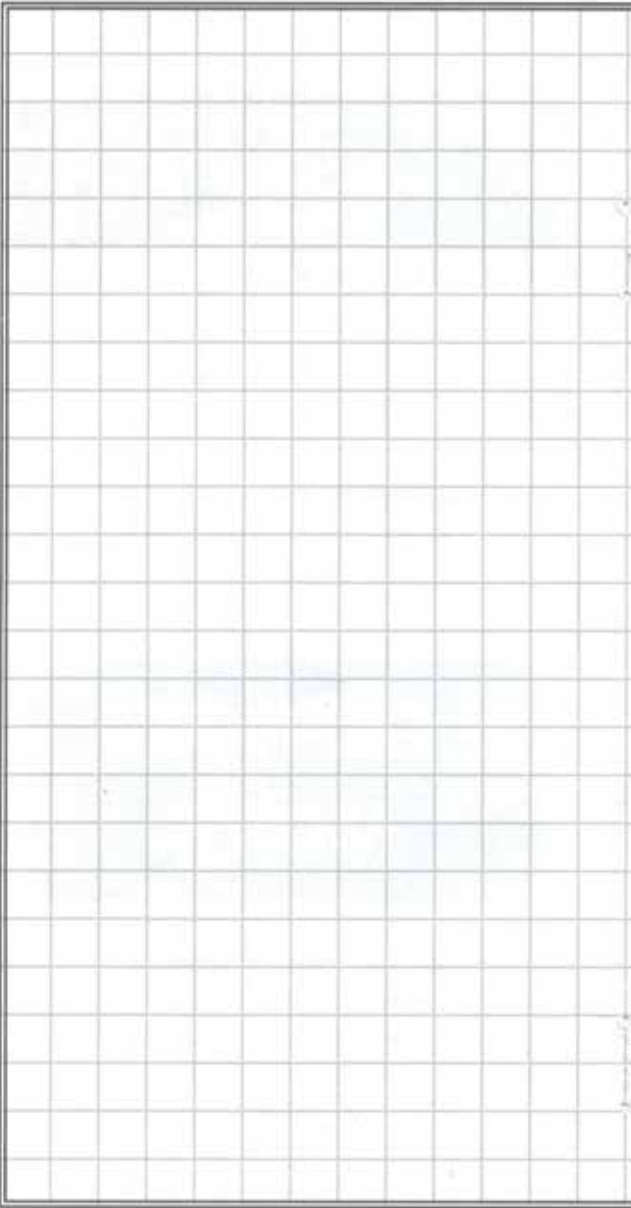
Available in multiple colors

**DO NOT
MOVE**

"DO NOT MOVE" STICKER

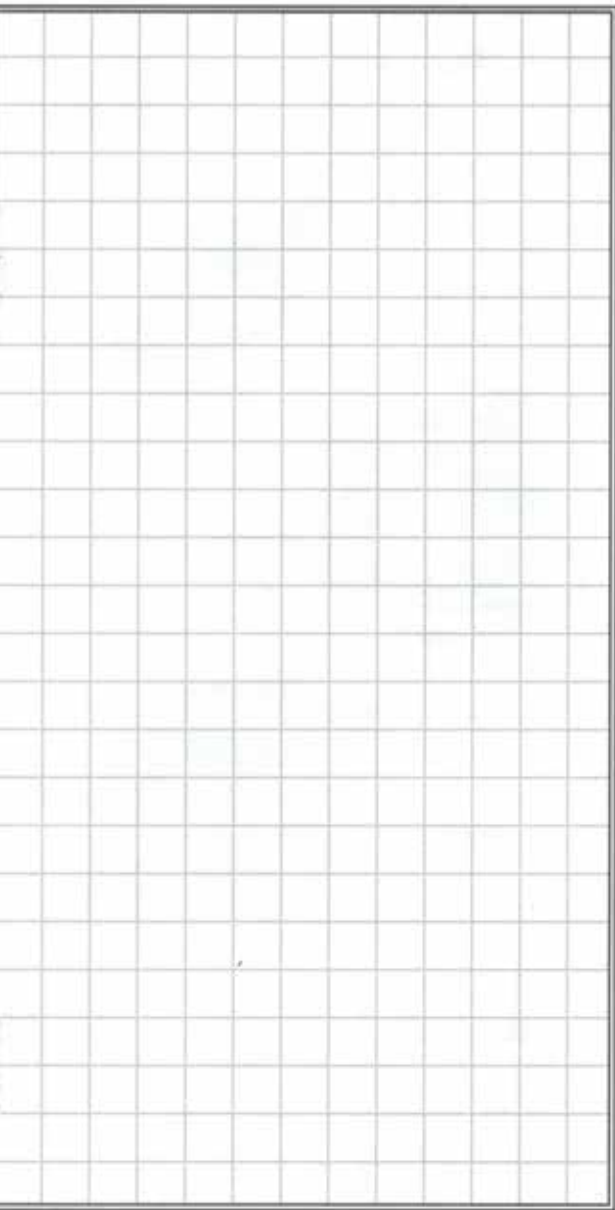
Use **only** for items not to be moved or furniture and equipment to be discarded

OFFICE



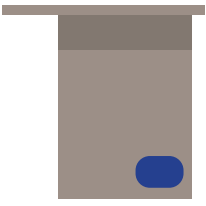
Use the above graph for pre-plan placement of your furniture and equipment in the new office. This will avoid confusion and delay in setting up your new quarters. A scale of 1/2 ft. or 6" to each graph square is adequate for most

LAYOUT

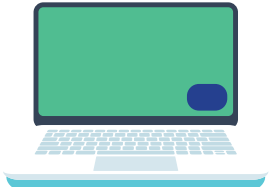


individual office or work area requirements. If your area needs are greater, use a scale of 1 ft. to each square. Be sure indicate doors, columns, and other obstructions that could affect placement of furniture and equipment.

TAGGING/MARKING OFFICE FURNITURE



Computer Stand



Computer



Telephone



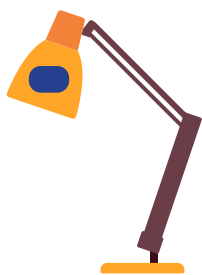
Fax Machine



File Cabinets

 Tag Placement

TAGGING/MARKING OFFICE FURNITURE



Lamp



Office Moving
Carton



Bookcase



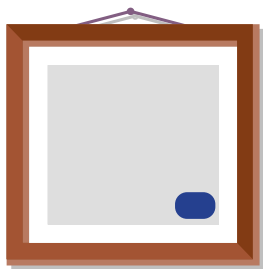
Copier

 Tag Placement

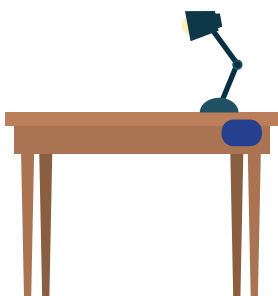
TAGGING/MARKING EXECUTIVE FURNITURE



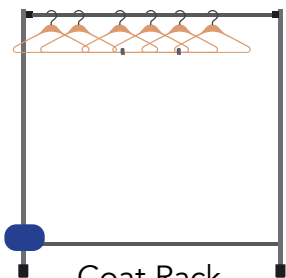
Chair



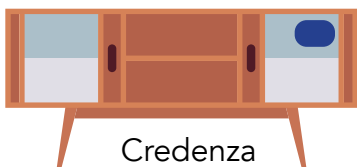
Pictures



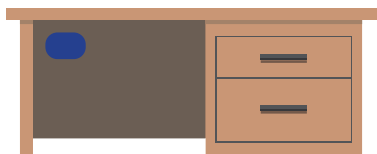
Lamp & Table



Coat Rack



Credenza



Desk



Tag Placement



Sofa

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