

Instructions for Boxes Available for Move

- Boxes will be used for items from your office in packing boxes provided by the department.
- The boxes will be checked out by Valerie or Laura so we can keep track of how many boxes are being used.
- Labels will be provided for all items being moved. **DO NOT USE ANY OTHER LABELS.**
- Do not over pack your boxes.
- Boxes will be stacked to expedite move no more than 3 high when full.
- Place your label on either **END**, not on top of the box. (*See sample below*)
- Unlabeled Items – **WILL NOT BE MOVED!!!!!!**
- Lock drawers and doors on file and storage cabinets that have keys (*no keys tape doors shut*) to keep them from coming open during move.
- **Vertical file cabinets** 5 drawers - Pack first top 2 drawer's bottom three can be full and moved. Cabinets with "push-button" locks and no keys should have tape wound around the lock. This prevents accidental locking.
- Rolling book carts are provided for filing cabinets and certain offices.
- Pack **ALL** contents of bookcases and storage cabinets accept 5 drawer vertical cabinets (only pack top 2 drawers).

